

<u>Mayor</u> Michael Mattox

<u>Vice Mayor</u> Beverley Dalton

Council Members

Jay Higginbotham

William "Bill" Ferguson

Charles Edwards

Tracy Emerson

Tim George

Altavista Town Council April 9, 2013 Regular Meeting Agenda 7:00 p.m.

J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

- 1) Call to Order
- 2) Invocation
- 3) Approval of Agenda
- 4) **PUBLIC COMMENT PERIOD:** Notes on Comment Period Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- 5) SPECIAL ITEMS OR RECOGNITIONS (Estimated Time: 5 minutes)
 - a) Recognition of the Altavista Boy's and Girl's Basketball teams
- 6) **CONSENT AGENDA** (Estimated Time: 5 minutes)
 - a) Approval of Minutes Regular Meeting March 12, 2013 (Attachment #1a)
 - b) Approval of Minutes Budget Work Session March 25, 2013 (Attachment #1b)
 - c) Receive monthly review of Invoices (Attachment #1c)
 - d) Receive monthly review of Revenues & Expenditures (Attachment #1d)
 - e) Receive monthly review of Reserve Balance/Investment Report (Attachment #1e)
- 7) PUBLIC HEARINGS/INPUT (Time allotted as needed)
 - a) English Park (Attachment #2a)
 - i) Proposed allowance of dogs
 - ii) Proposed closure of portion of loop road
- 8) STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Estimated Time: 20 minutes)
 - a) Council Committees
 - i) Finance/Human Resources Committee (Dalton) (Attachment #3a)
 - ii) Police/Legislative Committee (Edwards) (Attachment #3b)
 - iii) Public Works/Utility Committee (Ferguson) (Attachment #3c)



8) STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Continued)

- b) Others
 - i) Planning Commission Report (Ferguson) (Attachment #3d)
 - ii) Altavista Chamber of Commerce (Attachment #3e)
 - iii) Altavista Community Transit System "ACTS" Advisory Board (Attachment #3f)
- 9) **NEW BUSINESS** (Estimated Time: 10 minutes)
 - a) FIRST READING FY2014 Operating Budget and FY2014-2018 Capital Improvement Program (Attachment #4a)
- 10) **UNFINISHED BUSINESS** (Estimated Time: 10 minutes)
 - a) Public Nuisance (February Meeting) Follow Up (Attachment #5a)
 - b) Utility Billing Adjustment Policy (Attachment #5b)
- 11) MANAGER's REPORT (Estimated Time: 5 minutes)
 - a) Project Updates (Attachment #6a)
 - b) Reports
 - i) Departmental (Attachment #6b)
 - ii) Others
 - c) Other Items as Necessary
 - d) Informational Items (Attachment #6c)
- 12) Matters from Town Council
- 13) **CLOSED SESSION** (if needed)
- 14) Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

TOWN COUNCIL AGENDA

The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:

Consent Agenda Items

- 6a) Minutes
- 6c) Invoices
- 6d) Revenue and Expenditures
- 6e) Reserve Balance & Investment Report

All other items are included below.



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:

7a

Meeting Date: April 9, 2013

Agenda Placement: Public Hearing/Public Input

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: English Park policies

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

The Town's Recreation Committee, at the Council's February 12, 2013 meeting, brought forth several recommendations regarding the Town's English Park. The recommendations were 1) Dogs on a leash be permitted in English Park and that "poop stations" be installed at strategic locations; and 2) the loop road along the Staunton River be closed (there is a gate on the end at the gazebo and Do Not Enter Signs at the other end). Following the Recreation Committee's report, the item was referred to the Town's Public Works Committee. Excerpts from the Recreation Committee's Report are below:

- 1. **Dogs in English Park.** Currently dogs are prohibited in the park. The Committee recommends that dogs on a leash be permitted in English Park and that 'poop stations be installed at strategic locations. This will be consistent with Shreve Park and rules for other Campbell County Parks.
 - All pets shall be kept on a leash while in the park.
 - All pets shall be restrained while in the park. Pet owners are required to clean up their pet's waste.
- 2. **Loop Road along Staunton River.** The committee recommends the existing gates be closed to vehicle traffic. This would be done on a trial basis to determine if it needs to remain closed.
 - There is concern for the safety of folks utilizing this for walking, running or biking in addition to soccer or footballs crossing the road during events.

At the Council's March 12, 2013 meeting, the Public Works Committee recommended that the Town Council schedule a Public Input session on the two aforementioned Recreation Committee recommendations. Council approved a Public Input Session for their April 9, 2013 meeting; a notice was published in the paper. (This is not a Public Hearing, as one is not required.) This is an opportunity for Council to seek input from citizens prior to making a decision.

At this time, the Council would ask that anyone who would like to provide input on the two proposed recommendations, please come forward, state your name and address and address your comments to Council.

Recommendations, if applicable: Receive public input and discuss.

Staff recommendation, if applicable: If Council, decides to approve both items staff would ask that Recommendation #2 have an effective date of at least thirty days from approval. This would allow the Town to advertise this change and communicate it to the public and perform any required modifications. Possible dates would be May 13th or June 1st. It should be noted that this area will be accessible by "Authorized Vehicles and those with Special Permits appropriately issued".

Action(s) requested or suggested motion(s):

HOLD PUBLIC INPUT SESSION (English Park policy change recommendations from the Recreation Committee):

Accept public input on the proposed changes to policies related to English Park, as noted above.

SUGGESTED MOTION #1: Motion to amend the Town's existing policy prohibiting dogs in English Park to allow dogs. Direct staff to install an appropriate number of "poop stations" in the park area.

SUGGESTED MOTION #2: Motion to close the loop portion of the road in English Park to vehicular traffic, except Authorized Vehicles and those with Special Permits appropriately issued on a trial basis, beginning on (DATE) and being brought back to Council at their (Month) meeting for review.

Attachments: ✓ Yes ✓ No		
Attachments (in order they appear in pack would be closed off to vehicular traffic.	et): 1) Map of English Park	showing where the loop road
This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	dnw	Planning & Zoning
Town Manager:	jwc	





Town of Altavista, Virginia Town Council Package

Meeting Date: April 9, 2013 Agenda Item: 8a (i) Attachment: 2a

The Finance/Human Resources Committee met on Friday, March 22nd and Friday, March 29th to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: <u>Health Insurance</u> (Action Requested)

Attached is a memorandum from Tobie Shelton, Finance Director in regard to the Health Insurance recommendation.

Possible Motion: "I move that the Town accept the quote of Southern Healthcare for the Value PPO plan with a \$1,000 deductible, as the base plan, with employee options to buy up to the Value PPO \$500 Deductible and a Care POS \$0 Deductible plans."

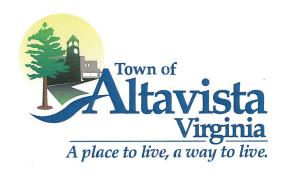
Possible Motion: "I move that the Town accept the quote of Ameritas for their Dental plan."

Possible Motion: "I move that the Town Manager execute any necessary paperwork to opt out of the Town's current health insurance plan offered by Anthem."

NOTE: Per the memo, please note that the Town will be responsible for any Adverse Experience Adjustment (AEA) applied by Anthem- The Local Choice.

II: <u>VML – Vehicle Insurance</u> (Informational Only – No Action Requested)

Attached is information that was requested at the March 25th Budget Work Session and reviewed by the Finance Committee at their March meeting. The report details a five year history of claims through the Town's Auto Physical Damage Coverage provided by VML. The five year total for the three claims is \$18,510.10 for a yearly average of \$3,702.02. The town's five year total for premium for this coverage was \$17,316 for a yearly average of \$3,463.20.



P.O. Box 420 510 Seventh Street Altavista, VA 24517 Phone (434) 369-5001 Fax (434) 369-4369

DATE:

April 9, 2013

MEMO TO:

Council

FROM:

Tobie Shelton

RE:

Health Insurance Recommendation

During last year's budget process, Council requested that staff research optional health care plans due to the increased cost of providing benefits.

With the approval of Council at the November 13, 2012 meeting, the Town obtained the services of Becky Pollard with Business Solutions Inc. to take us through the bid process. On December 14, 2012 our health care plan was put out to bid. The Town received quotes from The Local Choice, our current carrier, as well as Anthem, Southern Health (Coventry), Optima and Piedmont. Aetna and United Health Care were provided with our bid packet, but declined to quote. We also received bids from the following dental carriers: Delta Dental, Premier Access, Ameritas, Mutual of Omaha, and Lincoln Financial. On February 28th, 2013, our deadline for the bid process, we had received competitive rates from several carriers.

Based on quotes received, Ms. Pollard put together several plan options in an effort to find the health care plan that would give us the best value for our dollar while at the same time giving our employees the protection they need. On Friday, March 22, 2013, the Finance Committee met with Ms. Pollard to discuss the carriers and the plans quoted as well as options that would provide a common ground for both the Town and its employees. One option that was recommended by Ms. Pollard and well received by the Committee was offering two plans; a high deductible plan paired with a middle of the road plan giving the employee the option to buy up at their expense. By the end of the meeting the Finance Committee and staff were in agreement on the carrier Southern Health for medical coverage and Ameritas for dental coverage. Both carriers offered competitive rates, as well as plans that were similar in design to what our employees were familiar with (co-pays and drug cards). Southern Health's plans also included vision coverage, which was important to the Committee and Staff, because our current plan, Key Advantage 250, through the Local Choice, includes vision coverage. At the close of the meeting, the Committee requested staff come back with a recommendation.

On Friday, March 29, 2013, the Finance Committee met with staff to receive staff's recommendation.

Staff recommended offering a \$1,000 deductible plan paired with \$500 and \$0 deductible plans combined with one dental plan through Ameritas. This package combination reduces the Town's expense while at the same time providing employees with additional options to select the health plan that best fits their needs. If an employee chooses to buy up to the \$500 or \$0 deductible plans, the cost difference is the employee's expense. The Town will continue to contribute 80% towards an employee's coverage and 40% towards a dependant's coverage.

The total cost of the plan offered is \$379,354.32, which includes medical/vision coverage, dental coverage as well as the professional's fee. The Town will see an overall savings of \$15,241.68, when compared to our current plan through the Local Choice. When compared to our current plan with FY 2014 rates, the savings is \$68,917.68.

There is a possibility of a one-time fee the Town may receive associated with the Town separating from the Local Choice. The Local Choice is a self-funded plan through the Commonwealth of Virginia. If a group leaves the program in a deficit position or if the pool in which the group participates is in a deficit for the plan year, then an Adverse Experience Adjustment (AEA) will be applied. According to the Local Choice, this guarantees that no group that remains with the Local Choice will ever be penalized because another group leaves in a deficit. The AEA cannot be predicted since it is a true look back on the plan year. If there is no deficit there is no AEA. We will be notified by the Local Choice within six months of the end of the plan year if there is an Adverse Experience Adjustment. At that time, if a fee is owed, it may be paid over a twelve month period in equal installments. Attached is the formula used to determine the adjustment.

As stated above, it is our recommendation to accept the quote from Southern Health for the Value PPO plan with a \$1,000 deductible paired with a Value PPO \$500 Deductible and a Care POS \$0 deductible allowing employees to buy up at their expense.

THE LOCAL CHOICE PROGRAM

Procedures for determining Adverse Experience Adjustment (AEA)

Sections 1VAC55-20-160 D and 1VAC55-20-300 of the Virginia Administrative Code, the regulations under which The Local Choice (TLC) program operates, provide for a potential Adverse Experience Adjustment to withdrawing employers. This adjustment requires any withdrawing employer to contribute their pro rata share of any operating loss experienced during prior plan years. Although the regulations permit a multi-year review of profits and losses, it is the policy of the Department to confine any applicable Adverse Experience Adjustment to the experience of the last plan year during which the employer was a member. The following illustrations have been prepared to assist our members in understanding how an Adverse Experience Adjustment would be calculated.

The basis for determining any Adverse Experience Adjustment will be (1) the amount of the program's loss for the most recent plan year, (2) the experience of the employer, and (3) the proportion of the employer's enrollment to the enrollment for the entire category. Employers are divided into three categories.

- 1. Employers with 1 to 49 enrollees (Pooled)
- 2. Employers with 50 to 299 enrollees (Blended)
- 3. Employers with over 299 enrollees (Experience Rated)

A statement of income and expenses is prepared for each category based upon its experience. (The third category is comprised of experience rated employers. Each group is responsible for their own claims, whether or not the entire category of experience rated employers sustains a loss.)

EMPLOYERS WITH FEWER THAN 300 ENROLLEES (CATEGORIES 1 & 2)

The first step in the adjustment process is to determine the total number of contract units (C/Us) for each category for the past plan year. A contract unit is determined by the following factors applied to the type of membership times the number of month's participation for each enrollee: an employee only contract has one C/U; an employee plus one contract has 1.85 C/Us; a family contract has 2.7 C/Us. Therefore, the number of contracts by each membership type is accumulated, and the total contract units for that category is computed based on the stated factors as follows:

Type of	Total	C/U	Total
<u>Membership</u>	Contracts	<u>Factor</u>	<u>C/Us</u>
Employee only X 12=	4,500	1.0	4,500
Employee + One X 12=	2,200	1.85	4,070
Family X 12=	3,300	2.7	<u>8,910</u>
Total	10,000		17,480

THE LOCAL CHOICE PROGRAM

Procedures for determining Adverse Experience Adjustment- Continued

The next step is to determine the total number of contract units for the withdrawing employer during the plan year using the same method illustrated above. The withdrawing employer's pro rata share of the contract units is then applied to the category's loss to determine the adverse experience adjustment for the withdrawing employer. The following example illustrates an adverse experience calculation for employers in categories 1 and 2.

EXAMPLE *:

ASSUMPTIONS: Loss for the category is \$1,000,000. Total category contract units equal 17,480. The terminating employer had 1,878 C/Us during the review year.

- 1. Employer's C/Us divided by category's C/Us equals employer's pro rata share.
- 2. Employer's share times the category's loss equals the employer's Adverse Experience Adjustment.

CALCULATIONS: 1,878 / 17,480 = 10.74% X \$1,000,000 = \$107,437

In the example, the employer would have an Adverse Experience Adjustment of \$107,437 at the time of termination. The terminating employer would be notified of this amount within 6 months of termination, and the employer would be required to pay the adjustment in up to 12 equal installments beginning 30 days after the notification by the Department.

It is possible that one category could experience a loss, subjecting employers in that category to an Adverse Experience Adjustment, while another category could operate at a surplus and require no Adverse Experience Adjustment to a terminating group.

EMPLOYERS WITH OVER 299 ENROLLEES (CATEGORY 3)

The maximum Adverse Experience Adjustment which would be due from each terminating employer in this category would be that employer's loss during the immediate past plan year based upon the employer's plan(s) expenses and its pro rata share of the program overhead. Prior years' performance during which the employer was experience rated would be taken into consideration, if favorable to the employer, but the Adverse Experience Adjustment would never exceed the last plan year's loss.

An employer in this category withdrawing at the end of a year in which they did not have a loss would not be assessed an Adverse Experience Adjustment. Another employer that withdrew with a \$100,000 loss during the last plan year would be subject to a maximum Adverse Experience Adjustment of the \$100,000 loss paid in equal installments over a 12-month period. An illustration follows:

* Examples are for illustration only and have no bearing on the actual experience of a pool/category or individual group.

THE LOCAL CHOICE PROGRAM

Procedures for determining Adverse Experience Adjustment - Continued

SAMPLE ILLUSTRATION *

ANY CATEGORY 3 EMPLOYER

THE LOCAL CHOICE HEALTH CARE PROGRAM

Operating Statement July 1, 2010 through June 30, 2011

INCOME	\$1,519,543
EXPENSES:	
Incurred Claims	\$1,417,129
Contractor Administration	128,107
Pooled Capitation (Rx, Dental and MISA)	55,290
Program Overhead	19,017
Total Expenses	\$1,619,543
GAIN OR (LOSS)	(\$100,000)

If this employer had withdrawn on June 30, 2011, the maximum Adverse Experience Adjustment would have been the operating loss of \$100,000. However, prior year's accumulated gains could be applied to reduce any current year loss.

Likewise, if an employer withdraws from the program and the review analysis reflects a gain for the immediate past plan year, there would be no Adverse Experience Adjustment, even if their accumulated experience was a loss.

^{*} Examples are for illustration only and have no bearing on the actual experience of a pool/category or individual group.

		So H	T lealth II UNDERV	own of Alta VRITTEN Me		mparison				
	1 3250	Contract Con			Liber Flan Col	праноон				
Summary of Covered Benefits		Current Local Choice Anthem KeyCare Advantage 250		Southern Health Value <u>PPO</u> \$30/\$50/20% W/ \$1,000 Ded		Southern Health Value PPO 25/50/20\$ \$500 Ded Package R (Option 3)		Southern Health Care POS 25/50/350 \$0 Ded		
		In-Network	Out-of-Network		In-Network	Out-of-Network	In-Network	Out-of-Network	in-Network	Out-of-Network
Benefit Year Deductible Employee Family		\$250 \$500	\$500 \$1,000		\$1,000 \$2,000	\$1,000 \$2,000	\$500	\$1,000	\$0	\$300
Out-of-pocket Maximum Employee		\$2,000	\$4,000		\$3,000	\$4,000	\$1,000 \$3,000	\$2,000 \$4,000	\$0 \$3,000	\$600 \$3,000
Family		\$4,000	\$8,030		\$6,000	\$8,000	\$6,000	\$8,000	\$6,000	\$6,000
Physician Services Office Visits Specialist		\$20 \$35	Ded Then 30% Ded Then 30%		\$30 Copay \$50 Copay	Ded Then 40% Ded Then 40%	\$25 Copay \$50 Copay	Ded Then 40% Ded Then 40%	\$25 Copay \$50 Copay	Ded Then 30% Ded Then 30%
Preventative Care ** Vision (Routine Exam)		100% - No Ded. \$35 Copay			100% - No Ded. \$15 Copay	N/A \$35 Copay	100% - No Ded. \$15 Copay	N/A \$35 Copay	100% - No Ded. \$15 Copay	N/A \$35 Copay
Eyeglass Frames		Up to \$100 Retail Allowance			\$100 Allowance	\$50	\$100 Allowance	\$50	\$100 Allowance	\$50
Contact Lenses Eyeglass Lenses		Up to \$100 Retail Allowance			\$120 Allowance \$0	\$100	\$120 Allowance	\$100	\$120 Allowance	\$100
Employee Assistance Program (EAP) 4 Visits per incident (Per Rolling 12 Months)		\$0	\$0		N/A	See Benefit Flyer N/A	\$0 N/A	See Benefit Flyer N/A	\$0 N/A	See Benefit Flye N/A
Inpatient		\$300 Copay Per Stay	Ded Then 30%		Ded Then 20%	Ded Then 40%	Ded Then 20%	Ded Then 40%	\$350 Per Day	Ded Then 30%
Outpatient/Ambulatory Surgery Skilled Nursing Facility stays		\$150 Copay \$0	Ded Then 30% \$0		Ded Then 20% Ded Then 20%	Ded Then 40% Ded Then 40%	Ded Then 20% Ded Then 20%	Ded Then 40% Ded Then 40%	(\$1,750 total Adm) \$300 Copay \$0	Ded Then 30%
Diagnostic Tests & X-rays (Other then Specialty)		10% Co-Insurance After Ded	10% Co-Insurance After Ded		Ded Then 20%	Ded Then 40%	Ded Then 20%	Ded Then 40%	\$0 or \$200 /Specialty	Ded Then 30% Ded Then 30%
Shots - Allergy and Therapeutic Injections Therapy Services - Cardiac Rehabilitation.		10% Co-Insurance After Ded	10% Co-Insurance After Ded		Ded Then 20%	Ded Then 40%	Ded Then 20%	Ded Then 40%	\$50 (If shipped to Member)	Ded Then 30%
Chemotherapy, Radiation, Respiratory, Occupational, Physical and Speech Therapy		10% Co-Insurance / After Ded	10% Co-Insurance / After Ded		Ded Then 20%	Ded Then 40%	Ded Then 20%	Ded Then 40%	See Benefit Flyer	See Benefit Flye
Emergency Room Prescriptions		\$150 Co	-payment		\$250 Co	-payment	\$200 Co	-payment	\$200 Co	payment
Tier one-A			100000000000000000000000000000000000000		\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay	\$3 Copay
Generic Brand		\$10 Copay	\$10 Copay		\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
Formulary Brand		\$20 Copay	\$20 Copay		\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay
Formulary Brand		605.0	405.0		\$35 Copay	\$35 Copay	\$35 Copay	\$35 Copay	\$35 Copay	\$35 Copay
Non-Formulary brand		\$35 Copay or 20%	\$35 Copay or 20%		\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20%	\$35 Copay or 20°
Level of Coverage	<u>Total</u> Enrollment	Anti KeyCare Ad	hem vantage 250	Total Enrollment *	Value PPO	n Health \$30/\$50/20% 000 Ded	Value PPC	n Health) 25/50/20\$) Ded		n Health 25/50/350 Ded
				Carolinent			Package R	(Option 3)		
mployee	27	Current \$470.00	Proposed Renewal			tion		tion	Ор	The same of the sa
Emp. + Child (Dependent)	2/	\$470.00 \$870.00	\$534.00	27		8.96		3.21	\$43	
Emp. + Children	0	\$870.00	\$988.00 \$0.00	2 0		7.01 04.19		3.39	\$81	
Emp. + Spouse	11	\$870.00	\$988.00	11		7.01		42.67	\$1,18	
amily	7	\$1,269.00	\$1,442.00	7		04.19		3.39 42.67	\$81	
otal Enrollment	47	1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ψ1,142.00	47	\$1,1	O4.10	\$1,14	+2.01	\$1,18	3.27
Monthly Premium		\$32,883.00	\$37,356.00		\$28,6		\$29,6	09.43	\$30,6	61.63
Annualized Premium		\$394,596.00	\$448,272.00		\$343,	348.56		313.16	\$367,	
Fotal Annual Premium	Town	\$263,870.40	\$299,779.20			\$229,601.76		\$237,601.92		\$246,044.88
Total Annual Premium	Employee	\$130,725.60	\$148,492.80			\$113,746.80		\$117,711.24		\$121,894.68

^{*} Enrollment Based on Census submitted for quoting in Dec ** Rates Include Vision benefits (Enhanced) No EAP Included

This is only a brief summary of benefit highlights and is not a contract. It does not include all of the benefits, features,

	Current Form	ula
Single		467.00
	Town	373.60
	Employee	93.40
Dual		864.00
	Town	532.40
	Employee	331.60
Family		1,261.00
	Town	691.20
	Employee	569.80

			Package R (Op	tion 3)	The second second	
,	**Current Formula**		Current Forn	nula	Current Forn	nula
Single		408.96	Single	423.21	Single	438.25
	Town	327.17	Town	338.57	Town	350.60
	Employee	81.79	Employee	84.64	Employee	87.65
Dual		757.01	Dual	783.39	Dual	811.23
	Town	466.39	Town	482.64	Town	499.79
	Employee	290.62	Employee	300.75	Employee	311.44
Family		1,104.19	Family	1,142.67	Family	1,183.27
	Town	605.26	Town	626.35	Town	648.61
	Employee	498.93	Employee	516.32	Employee	534.66

Employee Co	Employee C	ost to Buy Up	
Single	96.04	Single	111.08
Dual	317.00	Dual	344.84
Family	537.41	Family	578.01

Town of Altavista - Dental Plan Benefit & Cost Summary

TOWIT OF ARRAYISTA - D	- Ciltai i iaii E	pononi a oosi	Guillilary
Summary of Covered Benefits		Ame	eritas
Deductible			
Employee			\$25
Family			\$75
Preventive Services			100%
Basic Services			80%
Major Services	_		50%
Annual Plan Maximum			\$1,250
Orthodontia Services	-		50%
Orthodontia Plan Maximum Waiting periods			\$1,250
(Initial enrollment) MaxOver Benefit		NO	one
	Enrollment	Ameritas	
Level of Coverage	High Plan		High Plan
Employee	27		\$30.56
Employee + One	2	_	\$84.08
Employee / Children			\$84.08
Employee + Spouse (2)	11	_	\$62.92
Family	7		\$116.44
Monthly Premium			\$2,500.48
Annual Premium			\$30,005.76
		12 Month Ra	te Guarentee
Annual Premium	Town		\$18,897.12
Annual Premium	Employee		\$11,108.64



From: 01-Jul-2008

Thru: 28-Mar-2013

Total Incurred>= \$0

Valued as of: 27-Mar-2013

Property & Liability Claims by Policy Year By Coverage

ALTAVISTA, TOWN OF (# 030)

Claimant Name	Adjuster	Claim #	Accident Date	Bodily Inj & 3rd Party PD	1st Party Loss	Legal and Expense	Recoverles	Net Paids	Outstanding Reserves	Total incurred
2008										
				AUTO PHYSIC	AL DAMAGE					
TOWN OF ALTAVISTA	SMARTIN	02PC08-01261-01AP Status: C Acci	12/31/2008 ident Description	\$0.00 MEM IN PURSUIT O	\$3,469.48 F A SUSPECT HIT	\$95.00 ANOTHER CAR II	\$0.00 N AN INTERSECTION.	\$3,564.48	\$0.00	\$3,564.48
Coverage Total :	1 c	laim(s):		\$0.00	\$3,469.48	\$95.00	\$0.00	\$3,564.48	\$0.00	\$3,564.48
Total for: 2008	1 c	laim(s):		\$0.00	\$3,469.48	\$95.00	\$0.00	\$3,564.48	\$0.00	\$3,564.48
2010										
				AUTO PHYSIC	AL DAMAGE					
TOWN OF ALTAVISTA	KPRICE	02PC10-01150-01AP Status : C Acci	12/16/2010 ident Description	\$0.00 MEMBER POLICE O	\$6,974.92 FFFICER RAN OFI	\$100.00 F THE ROAD DAM	\$0.00 AGING THE TOWN VE	\$7,074.92 HICLE.	\$0.00	\$7,074.92
Coverage Total :	1 c	laim(s):		\$0.00	\$6,974.92	\$100.00	\$0.00	\$7,074.92	\$0.00	\$7,074.92
Total for: 2010	1 c	laim(s):		\$0.00	\$6,974.92	\$100.00	\$0.00	\$7,074.92	\$0.00	\$7,074.92
2011							3			
				AUTO PHYSIC	AL DAMAGE					
TOWN OF ALTAVISTA	SMARTIN	02PC11-00962-01AP Status : C Acci	11/14/2011 ident Description	\$0.00 DEER HIT MEMBER	\$7,775.70 POLICE CAR.	\$95.00	\$0.00	\$7,870.70	\$0.00	\$7,870.70
Coverage Total :	1 c	laim(s):		\$0.00	\$7,775.70	\$95.00	\$0.00	\$7,870.70	\$0.00	\$7,870.7
Total for: 2011	1 c	lalm(s):		\$0.00	\$7,775.70	\$95.00	\$0.00	\$7,870.70	\$0.00	\$7,870.7



From: 01-Jul-2008

Thru: 28-Mar-2013

Total Incurred>= \$0

Valued as of: 27-Mar-2013

Property & Liability Claims by Policy Year By Coverage

ALTAVISTA, TOWN OF (# 030)

Claimant Name Adjuster Claim # Accident Bodily Inj & 1st Party Legal and **Net Paids** Recoveries Outstanding Total Incurred 3rd Party PD Date Expense Loss Reserves **Grand Total for:** 3 claim(s): \$0.00 \$18,220.10 \$290.00 \$0.00 \$18,510.10 \$0.00 \$18,510.10



Town of Altavista, Virginia Town Council Package

Meeting Date: April 9, 2013 Agenda Item: 8a (iii) Attachment: 2c

PUBLIC WORKS/UTILITY COMMITTEE REPORT

The Public Works/Utility Committee met on Thursday, April 4, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: 5th Street and Charlotte Drainage project update (Informational – No Action Requested)

Attached, please find a memorandum from John Tomlin, Public Works Director, as to the latest regarding the drainage project.

II: WWTP Emergency Overflow Pond - PCB Issue/Update (Informational - No Action Requested)

The Committee was presented the report provided by Dr. Lou Licht from Ecolotree in regard to his on-going study utilizing phyto-remediation as a remediation alternative. A copy of the report is hyperlinked. REPORT

In addition, the committee reviewed Dr. Licht's proposal for additional work for this year in the total amount of \$22,775. The Committee decided not to move forward with this additional work in 2013. A copy of the proposal is hyperlinked. PROPOSAL

III: Water Asset Management study (Informational Only – No Action Requested)

The Committee reviewed the projects identified in the Water Asset Management study and has directed staff to look at the development of funding alternatives for Project 1A for their next meeting. The Committee is also looking at the possibility of scheduling Project 1A in 2014 and following up the next year with Project 1B. (Note: Projects 1A and 1B are defined as Project 1 in the study. Staff has divided them up as 1A impacts Bedford Avenue while 1B impacts Main Street. Staff feels it would not be prudent to conduct work on both of these entry points to town at the same time.) Attachment: WW Associate Project Summary and Project Breakdown

IV: <u>Utility Fees</u> (Motion Need – Action Requested)

The Committee discussed the proposed fee schedule related to the Enterprise Fund (Utility) and would like to recommend that the Capital Recovery Fee and the Fire Suppression fees be tabled until a future date. The Committee recommends that all other fees as identified remain in the budget.

Possible Motion: "I move that the proposed Capital Recovery Fee and the proposed Fire Suppression Fee be removed from budget consideration and be discussed by the committee at a later date."

Members Present: Ferguson, Dalton and Higginbotham

Memorandum

To: J. Waverly Coggsdale, III

Town Manager

From: John G. Tomlin

Public Works Director

Date: April 3, 2013

Subject: 5th Street and Charlotte Drainage

As per Council's request, staff has been in contact with VDOT personnel (Matt Lipscomb) in an effort to reach a resolution on the storm water problem at the intersection of 5th Street and Charlotte Ave. Staff has provided VDOT the information they requested (grade profile and pipe sizes of the storm water system on the west side of Main Street). Matt advised that he would need to run a drainage calculation to determine if the current piping could handle any additional flow and if so, how much. He advised that he is currently very busy and unable to run those calculations and is not sure when he will be able to get them. He did advise that he would be glad to provide us the data for our engineer to run the calculations. He indicated that if we concluded the system would allow for additional flow, we would need to submit this information to VDOT thru their approval process.

My past experience with VDOT leads me to believe that we should allow Matt to perform this function which I feel will be quicker in the long run than running it thru VDOT's very convoluted process. Based on my conversations with him, I believe he will be able to give us the go-ahead if he does the work on it only requiring us to submit an application to VDOT to tie into their system. They will already have the numbers they need from their personnel. If our engineer does the calculations, they will probably still be run thru Matt for his approval. The only thing we will have accomplished is paid for something that is being done for free.



Project Summary:	
Project name:	Altavista ECap
Project location:	Town of Altavista VA
Ecolotree project #:	2012.08
Consultant:	No other local consultant involved with Phyto trial
Contracting agent:	Ecolotree direct to Town of Altavista
Installation type:	ECap over lagoon PCB sediment - Phase 2
Size of planting area:	6.2 acres
Contract duration:	4.20.13 - 12.31.13



3017 Valley View Ln North Liberty, lowa 52317 Phone (319) 665-3547 Fax (319) 665-8035 www.ecolotree.com

Size of planting area:	6.2 acres	Fax (319) 665-8035 www.ecoloiree.com				
Contract duration:	4.20.13 - 12.31.13	Email: Info@ecoloitee.com				
Contract type:	A. Contract between Town Altavista & Ecolotree	e; B. Lump-sum fixed price for ECap installation.				
Project type:	A. POTW sediment pond with PCB in sediment; installation will be contracted after Owner and R	A. POTW sediment pond with PCB in sediment; B. 2012 included four prototype ECap plots and native plant phyto testing; C. Design and installation will be contracted after Owner and Regulator acceptance of ECap concept.				
Design Strategy:	Altavista staff and council members to review plewill be schedule between Town of Altavista, local	ff to review 2012 Year-end report and also review data with EPA; B. Work with Town of expansion plan; C. Send 50 additional trees for Phase 2 plots 5 - 7; D. Phase 2 construction all operations staff and Ecolotree for week before May 11, 2013. E. 2013 O&M support in ect manager; F. There is NO BUDGET for PCB analyses - funding and responsibility to be				
Phase 2 Strategy:	concentration at 8 locations in lagoon; B. Owner trees to install in new plots; D. Project Manager E. One drive-by maintenance and sampling trip p	ing 50 ppm PCB mass in all Site sediment, including appraisal of current stratified will install three more phyto test plots 5 - 7; C. Ecolotree will deliver: 20 poplar and 30 willow will travel to site approximately May 1 to assist with plot installation and sample selected soils; roposed during summer 2013. F. One year-end fall trip will include further sediment sampling eting with Town Council to determine path forward; H. EPA and other technical supporters ll site visit.				

Summary Table		
Total 2012 Ecolotree Support for	010.505	
ECap Installation	<u>\$10,795</u>	
2013 Post-installation	\$11,980	
Recommended 2013 Budget	\$22,775	

Expected Schedule (2013)	Project Phase	Specific Project Tasks	Cost Estimate	
	2012 Trees Installation: equipment, labor, fertilizer, Hazmat qualified			
Week of April 29, 2013	Pre-installation project manager install support	Coordinate ECap installation details - 8 hours agronomist; 12 hr project manager	\$2,820	
Week of April 29, 2013	Owner-managed site preparation	Owner or owner-hired local contractor to prepare the site by placing soil to fill Phase 2 plot areas 5 - 7	Owner paid	
Week of April 29, 2013	Owner-provided on-site support staff	Owner or owner-hired 1 local staff to aid in installation and observe ECap details	Owner paid	
Week of April 29, 2013	Planting media procurement, delivery	Assume 50 cubic yards	Owner paid	
Week of April 29, 2013	ECap Trees	20 poplar trees, 30 willow unrooted planted in plots 5 - 7 @ \$20/tree; sent via UPS @ \$140	\$1,140	
Week of April 29, 2013	Spring Site visit	L.Licht on-site time plus travel expense	\$3,040	
Week of April 29, 2013	Soil sample analyses	Soil samples taken from new phyto plots 5 - 7, 3 samples @ \$85/sample	\$255	
Week of April 29, 2013	ECap install tabulation and map update	Technician records Phase 2 as-built data	\$640	
May - June 2013	Installation report for Owner/Consultant	Document installation, updated map, photographs, and final activity list for 2013 - Electronic copy.	\$2,900	
		Total ECap Phase 2 Install	\$10,795	

	2013 Post-installation		
2013 growing season	Project manager support	L.Licht, 2 hour/month, 7 months	\$2,310
2013 Growing Season	Local support - Routine weed control, fence repair, biweekly observations, and reporting	Owner responsible	Owner provided
July/August 2013	Project manager drive-by inspection	Project manager inspection and local staff meeting (travel, inspect, recommend if needed herbicide, insecticide), update tree condition map, submit inspection summary memo to Owner	\$1,500
July/August 2013	Sediment sampling	Assume 24 soil samples and 6 foliar analyses to determine PCB concentrations in top-down sediments at 8 representative locations	\$1,060
July/August 2013	PCB 1242 Mass Analyses	Analytical PCB analyses to show redox and phyto impact on PCB 1242 mass concentrations	TBD
July/August 2013	Foliar Sampling	6 foliar agronomic samples @ \$95/sample	\$570
November - December 2013	Fall Site Visit and Technical Support	Inspection visit and on-site meeting by Project Manager (review data, meet with Town staff, potential meeting for PCB sampling); Includes project manager time and travel	\$3,440
December 2013	Year-end Report with PTC Evaluation	Document performance, document activity list for 2013, update map, determine 2014 O&M Plan	\$3,100
		2013 Post-installation	\$11,980



Project:	Water Asset Management Plan					
Location:	Town of Altavista, Virginia				MA	Engineers
WWA Project No:	211044.02	, .		1.0		ENGINEERS
	11/30/2012	*		***	W	SURVEYORS PLANNERS CIATES
Estimate By:						PLANNERS
Checked By:					ASSO	CIATES
Status:	Preliminary Cost Estimate		2.		P. O. Box 4119	3040 Avemore Square Place Charlottesville, VA 22911 Phone: 434:984.2700
Title:	Project Summary					Phone: 434.984.2700
Page:	1					
Project	Item					Total Cost
1	Bedford Avenue/Downtown Area			1 - 1		\$ 3,365,500
2	School Street Residential Area					\$ 1,406,800
3	Beverly Heights Residential Area					\$ 1,552,200
4	McMinnis Spring Water Line					\$ 1,524,900
5	Reynolds Spring Water Line					\$ 1,334,600
6	Lakewood Drive Residential Area	a 6 2 .	_ 8 2 2 3			\$ 655,600
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			25	17.	TOTAL	\$ 9,839,600

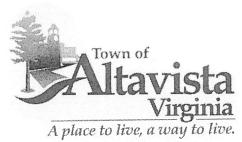


Water - CIP "Long Range" Projects (2014 - 2021)

<u>PROJECT</u>	ESTIMATED COST	DEBT SERVICE	TERM	<u>RATE</u>
1A	\$ 1,710,200.00	\$ 98,901.04	30	4%
1B	\$ 1,655,300.00	\$ 113,893.56	30	5.5%
2	\$ 1,406,800.00	\$ 96,795.42	30	5.5%
3	\$ 1,552,200.00	\$ 106,799.73	30	5.5%
4	\$ 1,524,900.00	\$ 104,921.34	30	5.5%
5	\$ 1,334,600.00	\$ 91,827.67	30	5.5%
6	\$ <u>655,600.00</u>	\$ <u>45,108.81</u>	30	5.5%
	\$ 9,839,600.00	\$ 658,248.00		

Commissioners

Jerry Barbee, Chair Bill Ferguson John Jordon Laney Thompson, Vice Chair John Woodson



Town Planning Staff

Dan Witt

Town of Altavista Planning Commission 510 Seventh Street, PO Box 420 Altavista, VA 24517 (434) 369-5001 phone (434) 369-4369 fax

Town Council Report: April 9, 2013

At its April 1, 2013 the Altavista Planning Commission held a monthly meeting and this report is to, first, update Town Council on one of the 2013 work plan items and secondly, to seek guidance from Town Council on another planning related matter.

- 1. The Planning Commission is moving forward with developing draft design guidelines for both the Downtown Revitalization Overlay District (DRO) and the Main Street Corridor. A plan of action is being developed to include seeking guidance from Scott Smith with Region 2000. Scott consulted on the development of the DRO and worked on some guidelines in 2007.
- 2. The Planning Commission discussed the idea of the Property Maintenance Code; an idea that was last considered in 2008. Prior to investing time and resources to consider this matter, the Planning Commission would like to have a directive from the Council to work on it.

Staff Recommendation (If appropriate): Staff recommends a joint meeting of the Legislative Committee and Chairman of the Planning Commission for the purpose of information gathering and discussion prior to a decision on this matter.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 9, 2013

Town Clerk's Office Use:

Agenda Item #:

8bii

Agenda Placement: Reports

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Chamber of Commerce – UBD update

Presenter(s): Patty Eller, Chamber President

SUBJECT HIGHLIGHTS

Attached please find a copy of a report provided by the Altavista Chamber of Commerce regarding events associated with the 64th Uncle Billy's Day Festival to be held May 31 and June 1st at English Park. As you know, Uncle Billy's Day is held at the park and for the last few years the Chamber managed the festival.

The event has hosted a carnival and fireworks for years and several years ago an adult beverage area was added to the festival. The Chamber greatly supports the annual funding that sponsors the annual event. The Chamber has been under the impression that a blanket approval for the event covered all on-going activities, but would like to make sure that these activities (carnival, fireworks and adult beverage area) are acceptable to Council.

Attachment: Chamber report



April 3, 2013

Town Council of Altavista 510 7th Street Altavista, VA 24517

Dear Members of Council:

I am writing to inform you that the Altavista Chamber of Commerce has been working diligently since the first of the year preparing for the 64th Uncle Billy's Day Festival May 31 and June 1, English Park. This will be the third year under our management and we learn every year from the past year. Our goal is for continued improvement year after year. Our predecessor, the Fire Department, was most helpful getting us started initially and we have been soloing for a while now.

While all of the details have not been nailed down quite yet, I would like to provide you with an outline of what we have planned so far:

- 1. Craft, Commercial & Food Vendors will arrive on May 31 in the morning to set up and be inspected if they require this. We hope they will be open for business by 2 pm. To date, we have received more vendor applications than we did last year at this time. Each year the number has increased, so our popularity is increasing with vendors who come from everywhere including multiple states.
- 2. We have outsourced the sale of UBD Tee Shirts again to the Staunton River Women's Club, providing them an opportunity to increase revenue for their non-profit organization. This has been a successful relationship these past three years. We also allow local non-profit organizations to have a booth during the festival at no charge.
- 3. We have a great relationship with the Police Department, Town Public Works, and EMS who work with us and support this festival and we are grateful. We also secure the help of the Civil Defense Force who work tirelessly directing traffic in and out of the English Park. These folks are essential to a successful event.
- 4. One thing that I have learned is that this festival is just about the only free festival left anywhere. Vendors, bands, etc. all are surprised and pleased to learn that it is free. Our crafters and food vendors are pleased to come as they know free means optimum number of people will attend. Thanks for the support of the Town, we are able to continue without admission and remain unique.
- 5. Public Relations for Altavista I believe that we have been able to optimize the awareness of the festival by expanding the number of festival event marketing opportunities as well as listing it on the Virginia.org tourism site. We keep getting new people calling and inquiring about the festival. We have provided a broader reach and more public awareness of Altavista and the festival.

- 6. We are in the process of finalizing all the bands and a sound production company. Also, WKDE will have the Texaco Showdown competition starting at 11 am on Saturday again this year. Last year's competition was outstanding with many very talented groups who came from multiple states.
- 7. We will contract again with Fun Time Amusements out of Danville for the carnival and kiddle rides. This is the same company the Fire Department used for many years and they do a good job. We will have pony rides for the little ones again this year as this was a big hit last year, the first for us.
- 8. The adult beverage area is planned again this year and this is our 5th year coordinating the beverage area and we are confident in the management of it now. We work closely with the ABC board and police to make sure everything is handled properly. Police have said this adult beverage area has actually lessened the trouble they have had with festival goers which is very good. The adult beverage area will be held each night from 6 pm to 9 pm and the festival closes at 11 pm each night.
- 9. Fireworks will be displayed on June 1 at approx. 9:30 pm and will be handled by Master Displays, LTD.
- 10. We will outsource the antique car show again this year to Altavista on Track.

I hope this overview is helpful. We are not adding any new items this year as we wanted to get one more year under our belt before considering undertaking more.

Thanks so very much for the support of our efforts and we are proud to continue the tradition of UBD. We believe it is great marketing event for the town. Please advise should you have questions or concerns.

Best Regards,

Pracident



Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:

8biii

Meeting Date: April 9, 2013

Agenda Placement: Reports

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Transportation Review

Presenter(s): Dan Witt, Assistant Town Manager

SUBJECT HIGHLIGHTS

Attached please find a copy of a report provided by Dan Witt, Assistant Town Manager. This report addresses "Amenities – Goal #4" of the Town's Strategic Work Plan. Staff developed the report and consulted with the Altavista Community Transit System Advisory Board.

Below is the excerpt from the Strategic Plan for this item:

<u>Goal 4</u>: Review the transportation needs of our residents and determine if there are any additional viable ways of meeting them, including investigating alternative methods for providing transportation or changing the way the current system works

Rationale: Council wishes to determine the most cost effective means of providing public transportation to Altavista citizens and visitors.

Champion: Assistant Town Manager

Supporting Staff: ACTS Advisory Board & Town

Manager

7 1	Key Tasks and Activities	Target Dates
1.	Use the ACTS Advisory Board to conduct a study to determine if our current transportation system is efficient and most cost effective	Oct. 2012
	Review alternatives of other public transportation	Nov. 2012
3.	Present Advisory Board recommendation to Council for approval for continued funding	Dec. 2012

At this time, the report is provided to Council for their review.

Attachment: Transportation Review

Town of Altavista Transportation Review March 2013

One of the goals established in Town Council's Strategic Work Plan under 'Amenities' is: Goal 4: Review the transportation needs of our residents and determine if there are any additional viable ways of meeting them, including investigating alternative methods of providing transportation or changing the way the current system works.

Overview of Transportation (ACTS)

ACTS was established and began full time operations in January 2011 and has now been in operation for two calendar years. The Public Transportation Feasibility Study Final Report submitted by DRPT to Town Council in February 2009 suggested three options for providing public transportation in the Town of Altavista: Deviated Fixed Route Frequent Service (current system), Deviated Fixed Route Infrequent Service, or Demand Response. After an analysis of the three alternatives, it was determined the Fixed Deviated Route Frequent Service would best meet the needs in our Town. Although the route has changed on two occasions and the hours have been adjusted to provide better service, the type of system has remained the same. Below is a chart showing the differences between the system types. I would note that coverage with the selected system says 'less coverage', however, the way our current route is mapped out, every citizen in Altavista has access to public transportation. Chart 1

Service Alternat	ive			EVALUATION CRI	TERIA		
100	<u>Fare</u>	Coverage	<u>Ridership</u>	Trip Duration	Reliability	<u>Convenience</u>	<u>Operationa</u>
							Complexity
Deviated Fixed Route	Lower typically	Less	Frequent service	Shorter routes	Higher reliability	More Convenient	Simple to
Frequent Service	\$0.50-\$1	Coverage	may encourage	mean shorter trip	except when		operate
			ridership	time, potentially	deviations		
				less than 1/2 hr	necessary		
Deviated Fixed Route	Lower typically	Greater	Infrequent	Longer routes	Higher reliability	Less Convenient	Simple to
Infrequent Service	\$.50-\$1	Coverage	service may	mean potentially	except when	a management of the second sec	operate
			reduce	longer trip time to	deviations		
			ridership	get to desired	necessary		
				destination			
Demand Response	Higher, typically	Greater	Increased	Depends upon	Reliability	Door-to-door	Complex
	\$2-\$3.00	Coverage	accessibility may	demand, but short	dependant on	is very convenient	Scheduling
			encourage more	direct are likely	demand so it	but scheduling ahead	
			ridership,		varies	is less convenient	
			especially among				
			seniors and				
			disabled				

The number of citizens utilizing ACTS has continued to grow during the first two years of operation. Chart 2 shows the total number of riders, fare box revenue, and total number of days run per calendar year and includes the average number of riders per day.

Chart 2

	Rider Totals	r Totals Miles Driven Fare Box Revenue		Days Run	Ave./per Day	
2011	10,919	40,392	\$3,783.00	272.5	40	
2012	15,282	45,706	\$5,329.50	281	54	

Review of Transportation Needs

One way to determine transportation is to ask those who are actually utilizing the system. In December 2012 a survey was distributed, over a two week period, to riders on the bus. The purpose of the survey was to seek opinions from riders about the Town's transportation needs, effectiveness of the system, and ask for suggestions of ways to improve the system. Over 60 surveys were completed and submitted during the two week period. Below is a summary of the results of the survey:

- 70% of those surveyed would have either walked or not been able to make the trip they made the day they rode the bus.
- 80% of those surveyed said that a car/truck was not available to them the day they rode the bus.
- Most riders (81%) were picked up from their home or at a stop near their home and 55% went either to work or shopping.
- 81% of the riders ride the bus 3-5 times per week.
- 84% of riders think the .50 fare is very fair.
- 49% of the riders said that they have no car in their household or they don't drive while 40% ride the bus because it is convenient or economical.
- 49% of the riders are employed.
- Riders said they would ride more often if: (27%) more weekend service, (18%) more evening service, (13%) if there were shelters and benches & (10%) more frequent service.

Cost Analysis of ACTS

Chart 3 below shows the adopted budget for FY2013 and the actual cost for operations for the first ½ of fiscal year 2013. The \$81,600 is funded through 3 sources: 50% Federal, 15% State, & 35% Local funding. A further analysis of the funding reveals the actual amount of town funds going towards the operation of ACTS along with funds expended for capital projects. For FY2013 the net cost to the Town for operating ACTS will be approximately \$8,400 and \$4,457 for CIP totaling \$12,857.

Chart 3

ACTS Cost Analysis Spread	<u>Sheet</u>				
		5	Will be the second of the seco		
FY2013	<u>Adopted</u>	Description of the second	Actual- 6 month		
Operations	\$81,600.00	-	\$39,139.62		
Projected Fare Box Revenue	\$ 3,000.00		\$ 2,796.00		
Net Operations	\$ 78,600.00	**************************************	\$36,343.62		
Federal Grant 50%	\$39,300.00	10 10 10 10 10 10 10 10 10 10 10 10 10 1	\$18,172.00		
State Grant 15%	\$11,790.00		\$ 5,452.00		
Local Match 35%	\$27,510.00	100 mm m	\$12,720.00		
	\$ 78,600.00	The state of the s	\$36,344.00		
Asst. TM Salary- 40% paid by grant	\$22,481.00	Name of the last o	\$11,240.50		
Federal 50%	\$11,240.50	***************************************	\$ 5,620.25		
State 35%	\$ 7,868.35		\$ 3,934.18		
Local 15%	\$ 3,372.15	A Special Control of the Control of	\$ 1,686.07		
	\$22,481.00	10 Page 12 Pag	\$22,481.00		
Local Match Funds-line 10	\$27,510.00		\$12,720.00		
Local Match Funds Line 14+15	\$19,108.85		\$ 9,554.43	Assistant TM salary Pd for by grant fundir	
Net Town Funds to Operate ACTS	\$ 8,401.15	Adopted	\$ 3,165.57	Actual 1/2 year	
Capital Improvement	\$30,000.00		\$31,757.00		
Federal	\$24,000.00		\$24,000.00		
State	\$ -		\$ 3,300.00		
Local	\$ 6,000.00		\$ 4,457.00		
	\$30,000.00		\$31,757.00		
Net Operations + CIP for FY2013 = T	own's actual	cost for A	CTS in FY2013		
	\$ 8,410.15		\$ 4,457.00	\$12,867.15	

In order to consider alternative methods, the cost of the current system must be known. The bus system operates 55 hours per week and an analysis of the first half (½) of fiscal year FY2013 reveals the actual cost to the Town to operate the bus system. From July 1, 2012 until December 31st the bus ran a total of 139 days (1,390 hours) and had 8,668 trips (riders) with and average of 62 riders per day. The actual cost to the town, based on the General Ledger, for this time period was \$3,167.57. The hourly cost to the town to operate the bus system was \$2.28 (\$3,167.57/1,390).

Alternative Method(s)

Two alternatives to the current system were presented as options in the feasibility study. They were Deviated Fixed Route with Infrequent Service and Demand Response. We will consider each of these options.

- The first option has the benefit of 'greater coverage'; however, on the negative side it is
 'infrequent' which makes it less desirable, less convenient for those who need the public
 transportation, which typically equates to less riders. ACTS currently serves all citizens
 within the Town limits based on our 'deviated route' limits. Costs for this alternative
 would be comparable to the current system with possible minimal savings in fuel due to
 not running as frequently.
- The second option, Demand Response, has the benefit of door-to-door service but must be scheduled ahead of time and typically costs more than either of the other two options. Increased accessibility is also a benefit of this system which is typically chosen as the method of choice for a rural area where driving a continuous route is not feasible. This option was not chosen because we can provide door-to-door service while providing frequent (Every hour on the hour) service at a reasonable rate. The bottom line cost would again be similar to the current system.
- A third alternative that was suggested, but one that was not part of the feasibility study, was a 'demand response system' that utilized a 'retired police cruiser' as the means of transportation. Staff inquired with the Department of Rail and Public Transportation about grant funding for this type of system and was told there are no funds available because the proposed vehicle is not handicapped accessible. This is a requirement to receive grant funding. Regardless of funding this method of providing public transportation could still be operated by the town. Based on the same number of hours of operation as our current system the driver(s) salaries alone would be an estimated \$25,000 per year (\$9/ hour for 2,780 hours). Additional benefits, fuel, insurance, etc. expenses would likely bring operational costs to well over \$50,000 per year, all of which would come from the Town's general fund.

Conclusion

Staff is willing to consider other alternatives to ACTS and is always looking for ways to make the system both more efficient and effective. However, at this time the current system appears to be the best 'financial' option to meet the Town's public transportation needs.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 9, 2013

Town Clerk's Office Use:

Agenda Item #: 9a

Attachment #: 4a

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: FY 2014 Budget and CIP - First Reading

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Prior to holding a public hearing on the FY 2014 Budget and Capital Improvement Plan (CIP), Council is required to conduct a "First Reading" of the proposed budget.

The FY 2014 proposed budget covers the period of July 1, 2013 through June 30, 2014 and includes expenditures of \$6,386,580. It is projected that the Town will collect revenue in the amount of \$7,193,510, a surplus of \$806,930 which will transferred to various reserves. The FY 2014 budget is based on no increases to the tax rates. The water and sewer rates will see a five percent (5%) increase in FY 2014, based on the proposed budget. The attached PPTRA resolution indicates that personal property relief is included in the budget; the actual percentage should be available from the Campbell County Commissioner of Revenue prior to the public hearing.

The FY 2014 – 2018 Capital Improvement Plan (CIP) for the next five years totals \$3,655,600 in expenditures. The proposed items in the CIP for FY 2014 total \$686,400 in expenditures with revenue coming from a variety of sources. As you know the adoption of the budget and Capital Improvement Plan (CIP) only appropriates the funds for the first year (FY 2014) of the Capital Improvement Plan, the remaining four years (FY 2015 – 2018) are for informational and planning purposes only.

Following discussion by Council, staff will be seeking authorization to schedule a public hearing on the proposed Fiscal Year 2014 Budget and Fiscal Year 2014- 2018 Capital Improvement Plan for Tuesday, May 14, 2013 at 7:00 p.m. It is anticipated that adoption of the budget will be considered at the June 11, 2013 Town Council meeting.

Once again, I would like to thank Tobie Shelton, Dan Witt and all of the department heads for their hard work in preparing the budget and capital improvement plan.

Staff recommendation, if applicable:

Following discussion and any recommended changes, staff recommends that Town Council set a public hearing on the FY 2014 Budget and FY 2014 – 2018 Capital Improvement Plan for Tuesday, May 14, 2013 at 7:00 p.m.

Action(s)	requested	or suggest	ed motion(s	3):

Motion to set Tuesday, May 14, 2013 at 7:00 p.m. as a Public Hearing to seek input on the proposed FY 2014 Budget and FY 2014 – 2018 Capital Improvement Plan.

Attachments: ✓ Yes ✓ No						
Attachments (in order they appear in packet): 1) 2014 Proposed Budget Overview; 2)General Fund Revenues; 3) Enterprise Fund Revenues; 4) Departmental Expenditures; 5) PPTRA Resolution; 6) FY 2014 Capital Improvement Plan; and 7) FY 2014 – 2018 Capital Improvement Plan						
This agenda form has been reviewed by:	Initials	Comments:				
Department Head(s) (Applicable):	tcs					
Town Manager:	jwc					

2014 PROPOSED BUDGET OVERVIEW

Total Expenditures:

\$6,386,580

Total Revenue:

\$7,193,510

Transfers:

\$

TOTAL:

\$7,193,510

Real Estate Rate:

\$0.16 per \$100 of assessed value

Personal Property Rate:

\$2.00 per \$100 of assessed value

PPTRA:

\$500 or less assessed value – 100% tax relief

\$501 to \$10,000 assessed value - % tax relief \$10,001 or more - ____% of tax relief on the first

\$10,000 of assessed value

Note: At this time PPTRA percentages have not been projected for 2013 taxes by COR

Utility Rates:

Business & Residential - \$1.98 per 1,000 gallons Water:

> Industrial - \$1.94 per 1,000 gallons Town of Hurt - \$2.97 per 1,000 gallons Outside of Town - \$3.96 per 1,000 gallons

Sewer:

Business & Residential - \$2.78 per 1,000 gallons

Industrial - \$2.85 per 1,000 gallons Town of Hurt - \$2.78 per 1,000 gallons

Capital Improvement Program

FY2013 Expenditures:

\$686,400 (included in FY 2014 Budget)

FY2013 - 2017 Expenditures: \$3,655,600

Town of Altavista General Fund Revenue FY 2014 PROPOSED BUDGET

General Fund Revenue	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 PROJECTED	FY 2014 PROPOSED
Property Taxes - Real Property	421,700	410,800	420,000	410,000	410,000
Public Service - Real & Personal	89,900	62 <i>,</i> 700	65,000	62,000	62,000
Personal Property	197,900	204,500	195,000	195,000	195,000
Personal Property - PPTRA	101,900	103,000	100,000	100,000	100,000
Machinery & Tools	1,479,100	1,462,800	1,460,000	1,470,100	1,470,100
Mobile Homes - Current	600	500	500	500	500
Penalties - All Taxes	6,200	5,800	5,000	5,000	5,000
Interest - All Taxes	3,200	2,900	2,000	3,000	3,000
Local Sales & Use Taxes	123,000	131,500	120,000	125,000	125,000
Local Electric and Gas Taxes	125,400	112,000	100,000	100,000	100,000
Local Motor Vehicle License Tax	43,900	43,900	41,000	43,000	43,000
Local Bank Stock Taxes	170,000	159,600	160,000	160,000	160,000
Local Hotel & Motel Taxes	65,400	59,500	50,000	60,000	60,000
Local Meal Taxes	621,100	639,600	610,000	620,000	620,000
Audit Revenue	5,960	0	3,500	3,500	3,500
Container Rental Fees	1,250	1,050	1,200	1,000	1,000
Communications Tax	42,300	41,500	35,000	40,000	40,000
Transit Passenger Revenue	1,600	4,800	3,000	5,000	4,000
Business License Fees/Contractors	7,700	16,100	9,000	9,000	11,000
Busines License Fees/Retail Services	106,500	116,500	110,000	110,000	110,000
Business Licnese Fees/Financial/RE/Prof.	8,200	8,700	8,000	8,000	8,500
Business License Fees/Repairs & Person Svcs	15,800	17,500	15,000	15,000	16,500
Business Licenses Fees/Wholesale Businesses	1,800	2,100	1,500	1,500	1,800
Business License Fees/Utilities	7,400	8,200	8,000	8,000	8,000
Business License Fees/Hotels	1,650	1,300	1,300	1,300	1,300

Town of Altavista General Fund Revenue FY 2014 PROPOSED BUDGET

Consend Freed Barrers (Constitute I)	FY 2011	FY 2012	FY 2013	FY 2013	FY 2014
General Fund Revenue (Continued)	ACTUAL	<u>ACTUAL</u>	ADOPTED	PROJECTED	PROPOSED
Permits - Sign	1,160	1,350	1,000	1,000	1,000
Fines & Forfeitures - Court	14,800	28,500	8,000	24,000	20,000
Parking Fines	200	50	200	200	200
Interest and Interest Income	37,800	29,100	15,000	47,000	47,000
Rents - Rental of General Property	1,100	850	600	1,000	1,000
Rents - Pavilion Rental	0	0	0	2,000	2,000
Rents - Booker Building Rentals	0	0	0	4,000	4,000
Rents - Rental of Real Property	47,950	59,600	40,000	50,000	45,000
Property Maintenance Enforcement	3,500	0	0	1,300	1,300
Railroad Rolling Stock Taxes	16,200	15,700	15,700	18,000	18,000
State DCJS Grant	83,100	80,100	80,000	80,000	75,000
State Rental Taxes	1,400	1,280	1,100	1,100	1,100
State/Misc. Grants (Fire Grant)	9,900	9,200	8,000	9,100	9,100
State/VDOT Contract Services	2,200	0	3,000	3,000	3,000
State/Police Grant	0	0	0	0	0
VDOT Police Grant for Overtime	12,000	7,500	8,100	8,100	8,100
State Transit Revenue	111,000	17,000	11,800	14,000	12,810
Campbell County Grants	55,000	55,000	55,000	57,100	57,100
Litter Grant	1,860	1,600	1,600	2,250	1,600
Fuel - Fire Dept. (Paid by CC)	1,860	4,900	5,400	5,400	3,700
Federal/Cop Grant	0	0	0	0	0
VDOT TEA 21 Grant	410,100	319,200	900,000	900,000	0
VDOT LAP Funding		38,750	970,000	970,000	0
Federal Transit Revenue	18,800	48,700	63,300	63,300	78,300
Federal/Byrne Justice Grant	5,650	6,400	5,000	5,000	4,000
Federal/Bullet Proof Vest Partnership Grant		,0	2,000	2,800	0
Misc Sale of Supplies & Materials	31,700	11,700	10,000	16,000	10,000

Town of Altavista General Fund Revenue FY 2014 PROPOSED BUDGET

General Fund Revenue (Continued)	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 PROJECTED	FY 2014 PROPOSED
Misc Cash Discounts	200	300	200	200	200
Miscellaneous	33,000	17,200	10,000	13,000	
Miscellaneous / State Forfeiture Fund	0	6,800	0	0	0
Transfer In from General Fund (C.I.P.)	0	720,000	54,000	72,200	
Transfer in from Library Fund	16,050	16,000	0	O	
Transfer in from Comm. Imprv. Fund	25,000	0	224,100	224,100	
Transfer In from General Fund Des.Reserves	0	146,100	0	Ó	
Transfer In from Water & Sewer Fund	0	0	o	0	
	4,590,990	5,259,730	6,017,100	6,151,050	3,975,710

Town of Altavista Enterprise Fund Revenue FY 2014 PROPOSED BUDGET

	FY2011	2012	FY2013	2013	FY2014
Enterprise Fund Revenue	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	PROJECTED	REQUESTED
Interest/Interest Income	10.010	4 500	2 000	4.000	4.000
	10,910			· '	
Water Charges - Industrial	773,200		·	<i>'</i>	A STATE OF THE PARTY OF THE PAR
Water Charges - Business/Residential	202,800	•		· · · · · · · · · · · · · · · · · · ·	229,700
Water Charges - Outside Community	139,400	124,354	141,750	141,750	147,700
Water Charges - Water Connection Fees	700	1,400	1,000	1,450	1,200
Sewer Charges - Industrial	1,036,500	1,080,800	1,100,000	1,045,000	1,100,000
Sewer Charges - Business/Residential	209,900	204,000	220,000	220,000	229,200
Sewer Charges - Outside Community	4,500	2,100	1,800	1,800	1,900
Sewer Charges - Sewer Connection Fees	11,400	4,900	4,000	4,000	4,000
Sewer Charges - Sewer Surcharges	58,400	65,500	45,000	45,000	45,000
Charges for Service - Water/Sewer Penalties	3,770	3,850	3,200	3,500	3,500
Misc. Cash Discounts	140	10	200	200	200
Misc Sale of Supplies & Materials / NEW					1,000
Miscellaneous	17,000	35,100	25,000	17,000	30,000
State Fluoride Grant	0	27,300	0	o	0
Transfer In from Fund 50 (CIP Designated Res)	0	1,275,000	344,480	0	0
Transfer In from Reserves (DEBT PAYOFF)		1,452,300	0	0	0
Transfer in From General Fund	<u>283,100</u>	43,400	<u>551,270</u>	0	0
				_	
ENTERPRISE FUND - REVENUE:	2,751,720	5,310,414	3,488,600	2,490,230	2,622,800

GENERAL FUND (FUND 10)	FY2011 <u>ACTUAL</u>	FY2012 ACTUAL	FY2013 ADOPTED	FY2013 PROJECTED	FY2014 PROPOSED
Council/Planning Commission					- ROY GOLD
Personnel	o	0	ol	О	21,000
Operations	0	0	0	0	12,530
Debt Service	o	0	0	0	12,550
CIP	0			0	0
Council/Planning Commission - TOTAL:	<u><u>o</u></u>	<u>0</u> <u>0</u>	<u>0</u> <u>0</u>	<u>0</u>	33,530
Administration					
Personnel	410,146	380,138	427,300	427,300	399,600
Operations	325,241	309,568	310,600	310,600	310,300
Debt Service	О	0	0	Ó	0
CIP	<u>o</u>	41,415	16,000	16,000	7,000
Administration - TOTAL:	<u>735,387</u>	<u>731,121</u>	<u>753,900</u>	753,900	716,900
Non-Departmental					
Operations	1,103,581	1,641,496	949,370	949,470	865,580
Transfer Out to Cemetery Fund	-25,000	-25,000	-25,000	-25,000	-31,200
Transfer Out to Enterprise Fund	-427,100	-43,400	-551 <i>,</i> 270	-551,270	0
Transfer Out to General Fund Reserve	-294,100	-638,800	0	0	-468,180
Transfer Out to Gen. Fund Reserve (Fire Dept.	<u>o</u>	<u>o</u>	<u>-65,000</u>	-65,000	-65,000
Operations w/o Transfers Out	<u>357,381</u>	<u>934,296</u>	<u>308,100</u>	308,200	301,200
Debt Service	56,571	56,571	56,600	56,600	0
CIP	<u>531,997</u>	<u>517,904</u>	<u>2,001,000</u>	<u>1,997,950</u>	6,000
Non-Departmental - Subtotal:					
Non-Departmental - TOTAL:	<u>945,950</u>	<u>1,508,771</u>	<u>2,365,700</u>	<u>2,362,750</u>	307,200

	FY2011	FY2012	FY2013	FY2013	FY2014
GENERAL FUND (FUND 10)	ACTUAL	ACTUAL	ADOPTED	PROJECTED	PROPOSED
Public Safety		I			
Personnel	745,330	757,190	820,280	760,580	785,680
Operations	132,998	140,060	133,500	138,400	132,500
Debt Service	O	0	0	0	0
CIP	48,154	58,023	44,050	44,050	48,500
Public Safety - TOTAL:	926,483	955,272	<u>997,830</u>	943,030	966,680
Public Works					
Personnel	544,715	516,854	660,400	593,400	673,300
Operations	274,155	285,341	278,300	286,273	281,100
Debt Service	26,170	235,785	0	0	0
CIP	<u>327,971</u>	<u>317,010</u>	<u>101,400</u>	122,400	40,000
Public Works - TOTAL:	<u>1,173,010</u>	<u>1,354,991</u>	1,040,100	1,002,073	<u>994,400</u>
Transit System					
Personnel	34,658	59,915	56,600	56,600	57,700
Operations	14,332	22,443	25,000	25,000	27,700
Debt Service	0	0	0	0	0
CIP	99,926	17,178	30,000	31,800	44,500
Transit System - TOTAL:	<u>148,916</u>	<u>99,536</u>	<u>111,600</u>	<u>113,400</u>	129,900
Economic Development					
Personnel	0	0	84,900	60,280	77,800
Operations	0	0	21,800	19,300	55,520
Debt Service	0	0	0	0	0
CIP	<u>o</u>	<u>0</u>	<u>0</u>	<u>0</u>	129,400
Economic Development - TOTAL:	<u>0</u> <u>0</u>	<u>0</u> <u>0</u>	<u>106,700</u>	<u>79,580</u>	<u>262,720</u>

GENERAL FUND (FUND 10)	FY2011 <u>ACTUAL</u>	FY2012 ACTUAL	FY2013 ADOPTED	FY2013 PROJECTED	FY2014 PROPOSED
GENERAL FUND TOTALS		**************************************			
Personnel	1,734,849	1,714,097	2,049,480	1,898,160	2,015,080
Operations	1,104,108	1,691,708	1,077,300	1,087,773	
Debt Service	82,741	292,356	56,600	56,600	
CIP	1,008,048	951,530	2,192,450	2,212,200	275,400
GENERAL FUND - GRAND TOTAL:	3,929,746	4,649,691	5,375,830	5,254,733	3,411,330

20

ENTERPRISE FUND (FUND 50)	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 PROJECTED	FY 2014 PROPOSED
Water Department					
Personnel	433,190	482,300	520,800	494,900	526,200
Operations	363,118	379,970	369,800	377,800	
Debt Service	156,403	1,637,635	0	0	0
CIP	24,033	86,820	572,000	572,000	135,000
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>o</u>	169,375
Water Department - TOTAL:	976,744	2,586,725	1,462,600	1,444,700	1,190,275
Wastewater Department					
Personnel	588,812	579,372	635,200	635,750	643,900
Operations	484,540	520,810	508,500	536,430	
Debt Service	543,220	1,676,846	0	0	0
CIP	117,350	75,593	882,300	912,300	126,000
Transfers	<u>o</u>	<u>o</u>	0	0	169,375
Wastewater Department - TOTAL:	1,733,922	2,852,620	2,026,000	2,084,480	1,432,525
ENTERPRISE FUND TOTAL	,	1			
Personnel	1,022,002	1,061,672	1,156,000	1,130,650	1,170,100
Operations	847,658	900,779	878,300	914,230	852,950
Debt Service	699,623	3,314,482	0	0	0
CIP	141,383	162,413	1,454,300	1,484,300	261,000
Transfers Out - Enterprise Fund	<u>0</u>	<u>o</u>	<u>o</u>	0	338,750
ENTERPRISE FUND - GRAND TOTAL:	2,710,666	5,439,345	3,488,600	3,529,180	2,622,800

State/Hwy Reimbursement Fund (Fund 20)	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 PROJECTED	FY 2014 PROPOSED
Operations CIP State/Hwy Reimbursement Fund - Total:	561,431 <u>0</u> 561,431	380,352 <u>458,653</u> <u>839,005</u>	420,000 <u>150,000</u> 570,000	522,700 <u>150,000</u> <u>672,700</u>	420,000 150,000 570,000
Cemetery Fund - Fund 90	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 PROJECTED	FY 2014 PROPOSED
Personnel Operations Transfer Out - Cemetery Reserve Cemetery Fund - TOTAL:	8,296 15,285 <u>19,263</u> <u>42,844</u>	9,987 15,986 <u>21,086</u> <u>47,059</u>	13,200 17,500 <u>18,900</u> <u>49,600</u>	13,700 17,625 <u>18,675</u> 50,000	13,200 18,000 <u>25,000</u> <u>56,200</u>
ALL FUNDS TOTAL	FY 2011 ACTUAL	FY 2012 <u>ACTUAL</u>	FY 2013 ADOPTED	FY 2013 PROJECTED	FY 2014 PROPOSED
Personnel	2,765,146	2,785,756	3,218,680	3,042,510	3,198,380
Operations	2,528,482	2,988,825	2,393,100	2,542,328	2,411,800
Debt Service	782,364	3,606,838	56,600	56,600	0
CIP	1,149,431	1,572,596	3,796,750	3,846,500	686,400
Transfer Out-General Fund Reserve	294,100	638,800	0	0	468,180
Transfer Out-General Fund Reserve (Fire Dept.)	0	0	65,000	65,000	65,000
Transfer Out-Cemetery Fund Reserve	19,263	21,086	18,900	18,675	25,000
Transfer Out-Enterprise Fund Reserve	<u>o</u>	<u>0</u>	<u>0</u>	<u>0</u>	338,750
ALL FUNDS - GRAND TOTAL:	7,538,786	11,613,901	9,549,030	9,571,613	7,193,510

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2013

Altavista, Virginia

In accordance with the requirements set forth in <u>VA. CODE ANN.</u> §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle sitused within the Town of Altavista commencing January 1, 2013, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for XX% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only XX% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of "qualifying" (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed "non-qualifying" for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

Note: At this time PPTRA percentages have not been projected for 2013 taxes by the Commissioner of the Revenue.

Town of Altavista CIP Funding Sources FY 2014 PROPOSED BUDGET

Item or Project	G	eneral Fund	Ent	ernrice Fund	Highway Fund	CIP Reserve		Grants	0	ther		
Replace GIC Computer Equip	\$	7,000.00		erprise i unu	riigiiway ruiiu	CIF Reserve	>	Grants		tner	L	escription
Avoca- repair brick pathways	\$	6,000.00							-			
Raze Armory and site preparation	\$	104,400.00										
Econ. Dev. Dir. Vehicle	\$	25,000.00										
Patrol vehicle	\$	32,000.00										
15 Lap Top Computers- PD	\$	16,500.00										
Sidewalk curb gutter					\$ 150,000.00							
Replace 1986 tar truck w/ tag along unit	\$	15,000.00			4 130,000100							
Paint Town Hall	\$	10,000.00										
Replace 2004 zero turn mower	\$	15,000.00										
ACTS Support Vehicle	\$	4,900.00					\$	19,600.00				
Upgrade PW with overhead doors	\$	4,000.00					\$	16,000.00			-	
Replace autoclave- main lab		,	\$	15,000.00			+	10,000.00				
Replace 2 100hp blowers			\$	13,000.00								
Replace polyblend mixer for press system			\$	11,000.00								
Replace clarifier #3 gear box			\$	15,000.00								
Replace BOD Incubator			\$	9,000.00								
Replace PLC for press system			\$	50,000.00								
Replace polymer pumps for press system			\$	13,000.00								
Replace 2 backwash valves			\$	17,000.00		·						
Replace backwash control panel			\$	20,000.00								
Tank maintenance and repair			\$	50,000.00							-	
Replace chemical pump			\$	13,000.00								
Replace Staunton River raw water pumps			\$	35,000.00								
SUBTOTAL	\$	239,800.00	\$	261,000.00	\$ 150,000.00	\$ -	\$	35,600.00	\$		\$	686,400.0
Percent Per Funding Source		18%	<u> </u>	35%	7%	5		22%	<u> </u>	12%	<u>ə</u>	100
TOTAL												
TOTAL	\$	239,800.00	\$	261,000.00	\$ 150,000.00	\$ -	\$	35,600.00	\$	-	\$	686,400.0

Town of Altavista Capital Improvements Program FY 2014-2018 FY 2014 PROPOSED BUDGET

		Town of Altavista Capital Im	pro	vements	Pro	gram FY	20	14- 2018				PAG	3E 1
Page	Department	Project	+	FY2014	-	FY2015	+	FY2016	FY2017	+-	FY2018	-	TOTAL
	Administration	Replace Gov't Information Channel computer and upgrade	\$	7,000.00			\vdash			+-		\$	7,000.0
	Administration	Replace 2000 GMC Jimmy with similar vehicle			\$	25,000.00				_		\$	25,000.0
	Administration	Install wireless access points at off site locations			\$	33,000.00				T		\$	33,000.0
	Administration	Replace/upgrade Council computers with like technology	1		\$		+			-		+ -	
	TOTAL	neplacerupgrade Council computers with like technology	\$	7,000.00	\$	10,000.00 68,000.00	\$		<u>s - </u>	\$		\$	10,000.0 75,000. 0
	Department	Parios		FYeed	-	EV0045	-	E1/2010		-		-	
	Avoca	Project Repair brick pathways	-	FY2014		FY2015	-	FY2016	FY2017	-	FY2018	-	TOTAL
			\$	6,000.00			-			-		\$	6,000.0
	Avoca	Paint Museum, office and outbuildings			\$	59,000.00						\$	59,000.0
	Avoca	Restoration of exterior brick/mortar- kitchen					\$	25,000.00				\$	25,000.0
	Avoca	Restoration of lime plaster in brick kitchen					1		\$ 22,000.00			\$	22,000.0
	Avoca	Re-gravel & tar and seal parking lots								\$	6,500.00	\$	6,500.0
	TOTAL		<u>s</u>	6,000.00	<u>\$</u>	59,000.00	\$	25,000.00	\$ 22,000.00	\$	6,500.00	<u>s</u>	118,500.0
	Department	Project	-	FY2014		FY2015		FY2016	EV2017		FV0040	-	TOTAL
	•	Armory demolition and site preparation	+				-	F12016	FY2017	-	FY2018	-	TOTAL
	Economic Development		\$	104,400.00	\$	•	-			-		\$	104,400.0
	TOTAL	Verlicle for Director	\$	25,000.00 129,400.00	S		S		S -	S		\$	25,000.0
	IOTAL		3_	129,400.00	3_		3_		2 -	3_		\$	129,400.0
	Department	Project		FY2014		FY2015		FY2016	FY2017		FY2018		TOTAL
	Police	Replacement of patrol vehicles	\$	32,000.00	\$	71,400.00	\$	75,000.00	\$ 78,800.00	\$	82,700.00	\$	339,900.0
	Police	Replace 15 lap top computers	\$	16,500.00	Ť.	7.1,100.00	-	. 0,000.00	Ψ 70,000.00	Ψ.	02,700.00	\$	16,500.0
	Police	Replace 17 Motorola HT1250 hand held radios	Ť	,	\$	10,500.00				1		\$	10,500.0
	Police	Replace (6) video cameras with wireless digital			Ť	10,000.00	\$	40,000.00		-		\$	40,000.0
	TOTAL	The second secon	S	48,500.00	\$	81,900.00	\$	75,000.00	\$ 78,800.00	S	82,700.00	\$	366,900.0
	Department	Project		FY2014		FY2015		FY2016	FY2017	-	FY2018		TOTAL
	Public Works	Sidewalk, curb & gutter and drainage	\$	150,000.00	•	150,000.00	•						
	Public Works	Replace 1986 tar truck w/ tag along unit	\$	15,000.00	Ф	150,000.00	3	150,000.00	\$ 150,000.00	\$	150,000.00		750,000.0
	Public Works	Paint Town Hall	\$				-			-		\$	15,000.0
	Public Works		+	10,000.00			-			-		\$	10,000.0
		Replace 2004 zero turn mower	\$	15,000.00			-			_		\$	15,000.0
	Public Works	Replace 1998 vacuum leaf vacuum	-		\$	18,500.00						\$	18,500.0
	Public Works Public Works	Replace 1986 2150 tractor/mower	-		\$	29,000.00				_		\$	29,000.0
	Public Works	Replace 1986 850 tractor/mower	+		\$	29,000.00	-			-		\$	29,000.0
	Public Works Public Works	Replace garbage truck	-		\$	300,000.00				-		\$	300,000.0
	Public Works	Replace 1999 3/4 ton utility body truck Replace 1986 asphalt roller	+		\$	30,000.00	-			-		\$	30,000.0
		Replace 1997 Ford dump truck	+		Ъ	46,000.00		100 000 00		-		\$	46,000.0
		Replace 1997 bucket truck w/ used VDOT surplus	-				\$	100,000.00 50,000.00		-		\$	100,000.0
	Public Works	Replace 2000 1/2 ton pickup with compact truck					\$	20,000.00		-		\$	50,000.0
	Public Works	Construct pole building for road deicing salt					\$	30,000.00		-		\$	20,000.0
		Replace 1999 Dump Truck	+				Ψ	30,000.00	\$ 100,000.00	-		\$	30,000.0
		Replace 2001 3/4 ton 4x4 pick up	1						\$ 28,000.00			\$	100,000.0 28,000.0
		Replace motor grader with newer used model					-		Ψ 20,000.00	\$	100,000.00	Ф	28,000.0
	TOTAL	,g.a.a.a.a.a.a.a.a.a.a.a.a.a.a.a.a.a	S	190,000.00	<u>\$</u>	602,500.00	S	350,000.00	\$ 278,000.00	\$	250,000.00	\$	1,670,500.0
	Department	Project		FY2014		FY2015		FY2016	FY2017		FY2018		TOTAL
	Recreation	Community Park equipment & improvements	S	-	\$	-	\$	-	S -	\$	-	\$	-

83

Town of Altavista Capital Improvements Program FY 2014-2018 FY 2014 PROPOSED BUDGET

	Town of Altavista Capital Im	pro	vements	Pro	gram FY	20	14- 2018				PAG	E 2
Department	Project	•	FY2014		FY2015	1	FY2016	FY2017	1	FY2018		TOTAL
Transportation	Support vehicle for bus system	\$	24,500.00								\$	24,500.
Transportation	Upgrades to PW building- overhead doors	\$	20,000.00								\$	20,000
Transportation	Purchase 2 or 3 bus shelters and benches		·	\$	12,000.00	\$	12,500,00	\$ 26,000.00	-		\$	50,500
Transportation	Purchase computer and monitor for Trans Admin	+		\$	2,000.00	+	,000.00	4 23,000.00	-		\$	2,000
Transportation	Bus to expand current system	-		\$	60,000.00						\$	60,000
Transportation	Replacement bus	+		Ψ	60,000.00	0	C4 800 00		-		ļ.	
Transportation	Replacement bus	-				\$	61,800.00		-		\$	61,800
TOTAL	neplacement bus	S	44,500.00	_	74 000 00	_	74 000 00	0.00000	\$	65,500.00	\$	65,500
TOTAL			44,500.00	\$	74,000.00	<u>\$</u>	74,300.00	\$ 26,000.00	<u>s</u>	65,500.00	\$	284,300
Department	Project	+	FY2014		FY2015	\vdash	FY2016	FY2017	-	FY2018	-	TOTAL
Wastewater	Replace autoclave for main lab	\$	15,000.00			1			1	1 12010	\$	15,000
Wastewater	Replace 2 100hp blowers	\$	13,000.00			\$	14,000.00		\$	15,000.00	+	42,000
Wastewater	Replace polyblend mixer for press system	\$	11,000.00			1			1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$	11,000
Wastewater	Replace clarifier #3 gear box	\$	15,000.00						-		\$	15,000
Wastewater	Replace Biochemical Oxy. Demand (BOD) Incubator	\$	9,000.00			\vdash			<u> </u>		\$	9,000
Wastewater	Replace PLC for press system	\$	50,000.00			+			-		\$	50,000
Wastewater	Replace polymer pumps for press system	\$	13,000.00	-					-		\$	13,00
Wastewater	Replace 1992 International dump truck	+	10,000.00	\$	90,000.00				-		\$	90,00
Wastewater	Repair concrete walls at Riverview & Main Stat.			\$	42,000,00				<u> </u>		\$	42,00
Wastewater	Replace press hydraulic ram	+	·	\$	9,000.00				-		\$	9,00
Wastewater	Replace 60hp digester blower			\$	15,000.00	†					\$	15,00
Wastewater	Replace 40hp pumps and motors at pump stations	1		\$	24,500.00	\$	25,500.00	\$ 26,500.00	\$	27,500.00	\$	104,00
Wastewater	Repair/replace warn & damage asphalt			\$	30,000.00	\$	30,000.00		Ė		\$	60,00
Wastewater	Replace feed pump for press system					\$	22,000.00					·
TOTAL		<u>s</u>	126,000.00	\$	210,500.00	\$	77,500.00	\$ 26,500.00	\$	27,500.00	\$	468,000
Department	Project		FY2014		FY2015		FY2016	FY2017		FY2018		TOTAL
						1					\$	17,00
Water	Replace 2 backwash valves	\$	17,000.00			+-			1			20,00
Water	Replace backwash control panel	\$	20,000.00								\$	
Water Water	Replace backwash control panel Tank maintenance and repair	\$	20,000.00 50,000.00	\$	50,000.00	\$	50,000.00	10.000.00			\$	
Water Water Water	Replace backwash control panel Tank maintenance and repair Replace chemical pump	\$ \$ \$	20,000.00 50,000.00 13,000.00	\$	50,000.00	\$	50,000.00	\$ 13,000.00			\$	150,000 26,000
Water Water	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps	\$	20,000.00 50,000.00			\$	50,000.00	\$ 13,000.00 \$ 40,000.00			\$ \$ \$	26,00 75,00
Water Water Water Water	Replace backwash control panel Tank maintenance and repair Replace chemical pump	\$ \$ \$	20,000.00 50,000.00 13,000.00	\$	50,000.00 65,000.00	\$	50,000.00				\$ \$ \$	26,00 75,00 65,00
Water Water Water Water Water Water	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps Replace (12) Turbidity meters & applied meters	\$ \$ \$	20,000.00 50,000.00 13,000.00								\$ \$ \$ \$	26,00 75,00 65,00 46,00
Water	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps Replace (12) Turbidity meters & applied meters Clean Reed Creek intake structure	\$ \$ \$ \$	20,000.00 50,000.00 13,000.00 35,000.00	\$		\$	46,000.00				\$ \$ \$ \$ \$	26,00 75,00 65,00 46,00 30,00
Water Water Water Water Water Water Water Water Water	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps Replace (12) Turbidity meters & applied meters Clean Reed Creek intake structure Replace water actuator valves- filters 1-5	\$ \$ \$	20,000.00 50,000.00 13,000.00	\$		\$	46,000.00 30,000.00		S		\$ \$ \$ \$	
Water Water Water Water Water Water Water Water Water TOTAL	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps Replace (12) Turbidity meters & applied meters Clean Reed Creek intake structure Replace water actuator valves- filters 1-5 Install manual transfer switches	\$ \$ \$ \$	20,000.00 50,000.00 13,000.00 35,000.00	\$	65,000.00 115,000.00	\$ \$ \$	46,000.00 30,000.00 45,000.00 126,000.00	\$ 40,000.00 \$ 53,000.00			\$ \$ \$ \$ \$	26,000 75,000 65,000 46,000 30,000 45,000
Water Water Water Water Water Water Water Water TOTAL Water Total for individual year	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps Replace (12) Turbidity meters & applied meters Clean Reed Creek intake structure Replace water actuator valves- filters 1-5 Install manual transfer switches	\$ \$ \$ \$	20,000.00 50,000.00 13,000.00 35,000.00	\$	65,000.00	\$ \$ \$	46,000.00 30,000.00 45,000.00	\$ 40,000.00	<u>s</u>		\$ \$ \$ \$ \$ \$	26,000 75,000 65,000 46,000 30,000 45,000 429,000
Water Water Water Water Water Water Water Water Water TOTAL	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps Replace (12) Turbidity meters & applied meters Clean Reed Creek intake structure Replace water actuator valves- filters 1-5 Install manual transfer switches	\$ \$ \$ \$	20,000.00 50,000.00 13,000.00 35,000.00	\$	65,000.00 115,000.00	\$ \$ \$	46,000.00 30,000.00 45,000.00 126,000.00	\$ 40,000.00 \$ 53,000.00			\$ \$ \$ \$ \$ \$	26,00 75,00 65,00 46,00 30,00 45,00 429,00
Water Water Water Water Water Water Water Water TOTAL Water Total for individual year	Replace backwash control panel Tank maintenance and repair Replace chemical pump Replace Staunton River raw water pumps Replace (12) Turbidity meters & applied meters Clean Reed Creek intake structure Replace water actuator valves- filters 1-5 Install manual transfer switches	\$ \$ \$ \$	20,000.00 50,000.00 13,000.00 35,000.00	\$	65,000.00 115,000.00	\$ \$ \$	46,000.00 30,000.00 45,000.00 126,000.00	\$ 40,000.00 \$ 53,000.00			\$ \$ \$ \$ \$ \$	26,00 75,00 65,00 46,00 30,00 45,00

84



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 9, 2013

Town Clerk's Office Use:

Agenda Item #: 10a

Attachment #: 5a

Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Public Nuisance Hearing – 327 Myrtle Lane – Follow Up

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

As you recall, two months ago Council conducted a Public Nuisance Hearing in regard to barking dogs at 327 Myrtle Lane. Following the hearing, Council decided to take the issue under advisement until their next meeting.

At their March meeting, Council decided to defer any action on the matter and took it under advisement until the April 2013 meeting. At this time staff reports that there have been no additional formal complaints in regard to dogs barking at the subject site.

At this time, Council may decide to:

- 1) Close the Matter, with No Declaration of a Public Nuisance
- 2) Take it under Advisement until the May 2013 Council Meeting
- 3) Declare a Public Nuisance (included because this was the nature of the matter before Council and additional information may warrant this action)

Staff recommendation, if applicable:

Staff feels that either Option 1 or 2 would be most appropriate at this time.

Action(s) requested or suggested motion(s):

Option 1 – Make a motion to close the matter with no declaration of a public nuisance.

Option 2 - Take under advisement until the next Council meeting.

Option 3 - Make a motion to Declare a Public Nuisance and establish a time period of abatement.

Attachments: ☐ Yes ☑ No							
Attachments (in order they appear in packet):							
This agenda form has been reviewed by:	Initials	Comments:					
Department Head(s) (Applicable):							
Town Manager:	iwc						



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: June 12, 2012

Town Clerk's Office Use:

Agenda Item #: 10b

Attachment #: 5b

Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Utility Billing Adjustment Policy

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

At the December 2012 meeting of the Altavista Town Council, staff presented Council with a citizen's request for a "second" utility bill adjustment. Following discussion, Council decided to forward this issue to the Legislative Committee and table the citizens' request for a second adjustment. (Our policy states that only one adjustment is permitted per calendar year.)

The Legislative Committee considered this issue and brought back the recommendation to Council that the policy not be amended to allow for a second adjustment during a calendar year, but would be modified to reduce the amount the customer paid of the excess amount from 50% to 25%. The Council approved the concept of these amendments to the policy and staff was directed to put this into policy form and bring back to Council. Attached is the detailed policy, based on Council's approved concept, for Council's review and adoption.

Based on Council's past discussion, the balance owed by the citizen requesting the "second" adjustment (Ms. Childress at 1630 Melinda Drive) would now be due in full. The balance is \$167.71.

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s):

Motion to approve the policy (Utility Billing Adjustment Policy) be adopted, as presented.

Note: If Council desires to take action other than the payment of the balance by Ms. Childress, a motion to that effect would be needed.

Staff Review Record	
Are there exhibits for this agenda item?	Vac

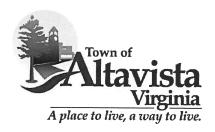
Are there exhibits for this agenda item? Yes

List them in order they appear in the packet: Utility Billing Adjustment Policy

Department head initials and comments, if applicable:

Finance Director Initials and comments, if applicable: tcs

Town Manager initials and/or comments: jwc



Town of Altavista Utility Billing Adjustment Policy

PURPOSE: To provide guidelines for the adjustment of high utility bills caused by waterline leaks that the consumer could not reasonably have known about with normal diligence. The reason for providing a policy for reducing these bills is to reduce the financial burden on residents and other customers caused by no fault of their own.

Water Charge Adjustment

The Town Manager may approve adjustment of a customer's water usage charge in cases subject to the following conditions:

- 1. The customer must request an adjustment in writing within fourteen (14) days from the date the water bill (to which the adjustment is sought) was issued.
- 2. The customer must verify that the leak has been permanently repaired.
- 3. The leak must be in the customer's supply line, which is the portion of water supply from the meter to the point of use. Leaking fixtures, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, and similar situations will not be eligible for a leak adjustment.

Adjustments to the water usage charge will be based on "historic usage" of the customer, which shall reflect seasonal or other historic patterns. The Town Manager will review water bills for the previous four (4) billing periods. If the customer does not have at least four (4) previous bills to establish historical usage, then the adjustment will be based on available data. The Town Manager will credit the customer's account for the 75% of the excess water usage charge (the balance after the "historic usage"). Only one adjustment will be allowed in any calendar year.

Sewer Charge Adjustment

The Town Manager may approve adjustment of the sewer usage charge if it is demonstrated the leaking water has not entered the sanitary sewer system. Leaks in waterlines, in which the water did not enter the sanitary sewer, will be based on historical usage only. Sewer adjustments will be based on the adjusted total of the water bill. Only one adjustment will be allowed in any calendar year.

Town of Altavista - Utility Billing Adjustment Policy - Page 2

Conditions

The Town assumes no liability or responsibility for damage caused by leaks, or for repairs or inspections necessitated by leaks.

In no case shall the Town Manager approve an adjustment to water or sewer charges for abnormal water usage attributable to faulty toilets, leaking faucets, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, or other interior plumbing facilities (pipes, water heaters, furnaces, etc.) within the building the water meter serves.

In no case shall the Town Manager approve an adjustment or prorating of the quarterly fixed water or sewer charge.

The burden of proof for adjustment of water and/or sewer usage charges resulting from abnormal water usage pursuant to this policy rests with the customer, not the Town of Altavista. Failure to act in accordance with this policy or to meet the conditions as stated herein will result in a refusal by the Town Manager of an adjustment.

Payment Plan

For large leaks, a partial payment plan may be established, if the customer requests such an arrangement. To qualify for a partial payment, the bill must be more than one hundred dollars (\$100).

The monthly partial payment must be a minimum of one-quarter (¼) of the total water and sewer bill due. Staff will give the customer information regarding the partial payment plan that details payments and due dates. The payment plan will apply only to the bill that was adjusted. All subsequent bills must be paid in full. Each customer is responsible for ensuring that he or she follows the payment dates to avoid service disconnection.

If the account is not paid in full on the final due date, the customer will be responsible for the penalty amount that accrues on the unpaid account balance. Establishment of a partial payment plan does not allow the customer to avoid the 10% late payment penalty.



Agenda Item: 11a Attachment: 5a

PROJECT UPDATE - For Month of March 2013

<u>VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue</u> <u>Intersection Project</u>

- The Intersection/Infrastructure/Streetscape Project (Project 5&6) has begun, with the contractor mobilizing on site.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.
- Approved VDOT Land Use Permit received from VDOT (Early March 2013)
- The Infrastructure portion of the project is underway.

Departmental Reports

(Ctrl + Click on hyperlink to open)

Administration

Business License

Community Development

Economic Development

Police Department

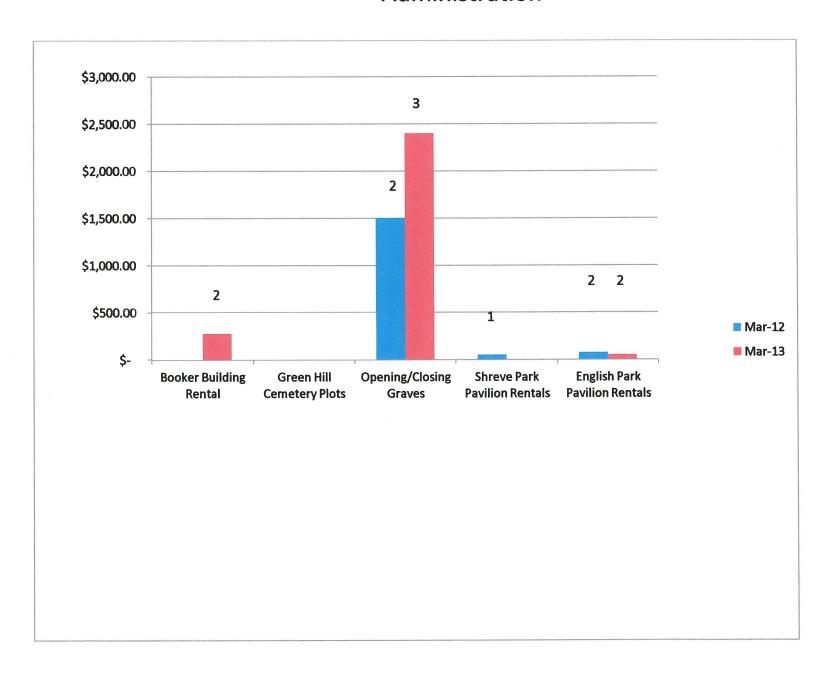
Public Works Report

Transit Report

Waste Water Dept Report

Water Dept Report

~ Administration ~



Town of Altavista

Monthly Business Activity Report

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
Tim Crews Sr	3 Sourwood Lane	Tim's Cleaning Service	Personal Serv	224-17-8660	3/27/2013

CLOSED

	Mailing Address & Physical Address	Personal Property Account #				
Applicant Name	(if different)	Trade Name	(if known)	Federal Id or SSN	Close Date	

Monthly Report to Council

Date:

April 3, 2013

To:

Town Council

From:

Dan Witt, Assistant Town Manager

Re:

March 2013 Activity

1. Zoning/Code Related Matters:

5-Mar 00	05-13	Linh Nguyen, Lynchburg VA	Kelly Nail & Spa 1301K Main Street, Altavista
12-Mar 00	06-13	I.H. McBride, Lynchurg, VA	New Signs- 1st National Bank, 1301 Main Street
21-Mar 00	07-13	BRR Architecture, Merriam, Kansas	Replacement of Signs at Walmart- internal renovation
27-Mar 00	07A-13	Scott Lowman 1290 Lynch Mill Road, Altavista	Replacement of deck on rear of home
29-Mar 00	08-13	Ashby Moon, 1309 Riverview Ct, Altavista	12x12 deck covered lattice deck

- Worked with Diva, of Diva's Hair Salon, and Mr. Eller regarding the business at 800 12th Street. This is very unique zoning issue with a commercial building located in a R2, Multifamily and residential district. Options were determined and presented to the PC at their April 1st meeting. Options will now be discussed with Diva.
- Met with Danny at Danny's Barber Shop on Broad Street about a sign he is interested in installing. Approved sign and location.

2. Site Plans Reviewed and/or Approved:

- Site plan for new signage at 1301 Main Street, First National Bank approved.
- Site plan for new signage at Walmart reviewed and approved.
- Site plan for new signage at 1205 Main Street reviewed and approved.

3. Planning Commission (PC) Related:

Prepared agenda and packets for April 1st meeting

4. **AOT Related**

- Attended March board meeting
- Attended Design/ER committee meeting- discussing vertical art, murals and anchor restaurant

5. ACTS Relate

- Completed February billing reimbursement request to DRPT for operations
- Validated daily ridership and revenue for bus system- see bus report
- Completed online February monthly reporting to DRPT

- Completed Strategic Work Plan item related to reviewing and evaluating ACTS and providing alternatives to the current system. Will submit to ACTS Advisory Board prior to presenting to TC.
- Completed annual evaluation for Charles Smith- employee is doing an excellent job.
- Completed hiring and training process for new driver, Carlton Francis.
- Teleconference with DRPT and KFH Consultants to discuss the development of the Altavista Community Transit System's Transportation Development Plan (TDP). This is similar to the Town's Comprehensive Plan and will take approximately 6 months to develop.
- Attended the monthly CTAV board meeting in Marion, VA

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for April
- Certified February monthly bank statements
- CIP Draft Document completed for FY2014-2018
- Listed GMC dump truck on public surplus- bids did meet reserve so auction was extended and truck sold for \$3,200.
- Participated in student interviews at Altavista Combined School
- Staffed joint Recreation Committee (with Campbell County) meeting to discuss development plans for the County's portion of English Park. A development with cost estimates will be presented to Town Council at their May meeting.
- Issued follow-up compliance letters to recipients of CDBG Upper Story Housing funding.
- Attended TC budget work session
- Attended Project 5&6 update meeting and worked with staff, engineer and contractor administering this project.

MEMO

To:

Mayor Mattox & Members of Town Council

Fr:

Megan A. Lucas, Economic Development Dir.

Date:

April 2013

Re:

Activity Report encompassing *March 2013*

Below are my activities relating to the AEDA's six components for the first year action plan.

- 1. <u>Capacity Building</u> Establish a full-time economic developer position, in January, 2012. Status: complete
- 2. <u>Networking</u> The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources Status: Active

Strategic Roundtable
Lunch with VEDP Vice Presidents guest of Bryan David
Lunch Meeting with BGF
Town Council Meeting
AOT Board Meeting
Altavista Combined High School mock interviews
Meeting with Virginia State Chamber Barry DuVal
Harlem Ambassadors
Meeting with Dale Moore
Record It's Your Business with Bryan David
Attend VEDA Spring Conference
Community Tour VA Deputy Sec. Mary Rae Carter

Altavista Chamber Econ. Dev. Committee Mtg
Meeting with Craig Amo & Stimulus Advertising
YMCA HR meeting
Lynchburg Chamber Annual Mtg. guest of First National Bank
Lynchburg Chamber Pancakes & Politics Breakfast
Lead Virginia Dinner guest of Liz Povar
Attended Campbell Co. Econ. Dev. Commission
Community Tour with Steve Bridges, VEDP
Region 2000 Mtg with Joe Anwyl CCAM
Altavista Chamber Legislative Breakfast
Attend Lynchburg Innovative Thinking Breakfast
AEDA Meeting

- 3. <u>Existing Business Retention and Expansion</u> An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active**
- 4. <u>Develop Products</u> Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives.

 Status: Active, working on a land inventory and evaluation

Met with local land owner

- 5. <u>Marketing</u> Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active, working on marketing plan**
 - Recorded "It's Your Business" with Bryan David, Economic Development Director Region 2000 monthly radio show on AM1000
 - Preparing web and brand RFP
- 6. <u>Encourage Entrepreneurism</u> Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**







MONTHLY POLICE REPORT SYNOPSIS

MONTH OF MARCH, 2013

CRIME STATISTICS - March 1, 2013 thru March 31, 2013

Crimes Against Persons

For the Month of March, the Town of Altavista Community experienced 5 incidents or a 25.00% increase of Crimes Against Persons compared to 4 incidents or from last year during the same time duration.

- 1 Forcible Fondling
- 1 Aggravated Assault
- 3 Simple Assault

Property Crimes

For the Month of March, the Town of Altavista Community experienced 3 incidents or a 72.73% decrease of Property Crimes compared to 11 incidents last year during the same time duration.

- 2 Destruction/Vandalism
- 1 All Other Larcenies

Quality of Life Crimes

For the Month of March, the Town of Altavista Community experienced 7 incidents or a 53.33% decrease of Quality of Life Crimes compared to 15 incidents during the same time duration.

- 1 Driving Under the Influence
- 1 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Trespass of Real Property
- 3 All Other Offenses

CRIME STATISTICS - January 1, 2013 thru March 31, 2013 Y.T.D.

Year to date, the Town of Altavista experienced 14 incidents or a 27.27 % increase of Crimes Against Persons compared to 11 incidents last year during the same time duration.

- 1 Robbery
- 1 Forcible Fondling
- 1 Aggravated Assault
- 11 Simple Assault







Year to date, the Town of Altavista experienced 16 incidents or a 5.88 % decrease of Property Crimes compared to 17 incidents last year during the same time duration.

- 1 Motor Vehicle Theft
- 1 Embezzlement
- 3 Destruction/ Damage/ Vandalism of Property
- 1 Purse Snatching
- 5 Shoplifting
- 5 All Other Larceny

Year to date, the Town of Altavista experienced 27 incidents or a 27.03 % decrease of Quality of Life Crimes compared to 37 incidents last year during the same time duration.

- 2 Driving Under the Influence
- 5 Drunkenness
- 2 Family Offenses, Nonviolent
- 1 Runaway
- 1 Trespass of Real Property
- 16 All Other Offenses

Major Crimes Statistics (Combining Crimes Against Persons & Property Crimes = Major Crimes)

For the Month of March, the Town of Altavista Community experienced 8 incidents or a 46.67% decrease in Major Crimes compared to 15 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 32 incidents or a 10.3% increase in Major Crimes compared to 29 incidents last year during the same time duration.

The above statistics depict "Simple Assaults" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of March.

CALLS FOR SERVICE - March 1, 2013 thru March 31, 2013

The Altavista Police Department was dispatched to 309 Calls for Service or a 3.1% decrease compared to 319 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2013 thru March 31, 2013- Y.T.D.

The Altavista Police Department was dispatched to 887 Calls for Service or a 3.5% decrease compared to 919 C.F.S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - March 1, 2013 thru March 31, 2013

The A.P.D. executed 22 criminal arrests or a 144.4% increase compared to 9 criminal arrests last year during the same duration.







CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru March 31, 2013- Y.T.D.

The A.P.D. executed 47 criminal arrests or a 2.2% increase compared to 46 criminal arrests last year during the same duration.

TRAFFIC CITATIONS ISSUED - March 1, 2013 thru March 31, 2013

The A.P.D. issued 43 traffic summons or a 48.3% increase compared to 29 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2013 thru March 31, 2013 Y.T.D.

The A.P.D. issued 110 traffic summons or a 23.6% increase compared to 89 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH - March, 2013

The Altavista Police Department has selected Officer James T. Goggins as Officer of the Month for the month of March 2013. During the month Officer Goggins led the department in the number of traffic summonses issued to violators, and made criminal arrests for violations of criminal law. He works very diligently to clear criminal investigations assigned to him, and maintains a high clearance rate. Goggins consistently presents a good attitude toward his job and the community as a whole. Officer Goggins works well with members of the community, treating people with respect and courtesy. He is an outstanding member of the department and community.

PERSONNEL TRAINING

Two hundred thirty-nine (239) hours of training were afforded to police personnel during the month of March, 2013. Blocks of instruction pertained to the following training subjects: Accreditation Training, Basic Law Enforcement Academy, Canine Training, Case Law, General In-house Training, Legal Update Training, Property and Evidence Room Training, Taser Training, and Use of Force Training.

WHAT'S NEW

The Police Department successfully presented a safety tips for senior citizens program to the Campbell County S.A.L.T. / T.R.I.A.D. Committee in Altavista during the month of March. This presentation was held at the Grace Community Church.

The Police Department participated in the annual Easter Egg Hunt for the mentally challenged at English Park during the month of March.

The Altavista/Campbell County Drug Task Force obtained thirty-nine (39) indictments for thirteen (13) individuals for various drug trafficking offenses including the following offenses: distribution of cocaine, distribution of prescription medication, and distribution of marijuana. Members of the Altavista Emergency Response Team arrested the individuals that resided in the Town of Altavista.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

Transportation Department Monthly Report-FY2013

July 1, 2012- June 30, 2013

			Average Daily			
<u>Month</u>		Total # Riders	<u>Riders</u>	Monthly Miles	Mo	nthly Revenue
July	2012	1,850	80	3,713	\$	400.00
August		1,962	79	3,999	\$	400.00
September		1,618	75	3,469	\$	400.00
October		1,176	47	3,984	\$	563.50
November		1,083	47	3,727	\$	510.50
December		979	46	3,490	\$	403.50
January	2013	939	39	3,760	\$	423.50
February		1,015	46	3,535	\$	458.00
<u>March</u>		<u>968</u>	<u>41</u>	<u>3,756</u>	\$	423.50

Total YTD	11,590	<u>57</u>	33,433	\$ 3,982.50
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		<u>Percent</u>
Comparison FY2012	Monthly Riders	Change
11-Jul	1,364	37%
11-Aug	1,499	31%
11-Sep	1,255	29%
11-Oct	805	46%
11-Nov	849	28%
11-Dec	1,076	-9%
12-Jan	813	15%
12-Feb	875	16%
12-Mar	983	-1.5

Water Department Report March, 2013

Water Production:

Water Plant: **51.4** million gallons of raw water treated

Water Plant: 36.0 million gallons of finished water delivered.

Mcminnis Spring: 7.8 million gallons of finished water treated.

hours 15 a day. Mcminnis Spring: average 251,000 gallons per day and run time

hours 11 a day. Reynolds Spring: average 192,000 gallons per day and run time Reynolds Spring: 6.0 million gallons of finished water treated.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for March, 2013:

Weekday: 17.0 hrs / day of production

1,912,000 gallons treated / day

Weekends: 10.1hrs / day of production

1,120,000 gallons treated / day

Special Projects:

- Leak at Reynolds Spring repaired 3-28-13.
- evaluated Number 2 pump at Reynolds Spring is out of service and being

Water Plant

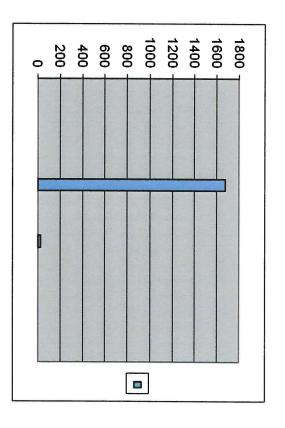
- Repaired filter valves 2 and 3
- Water samples taken.
- Sent draft of CCR report to VDH for approval.

WASTEWATER March 2013 SUMMARY

- Budget FY2014 Full Council Work Session
- Meeting with Bio Marine concerning Pond
- Maintenance to PCB test pads in Pond
- Added additional electric fence wire to PCB test pads
- Rewrapped all trees with protective wire
- Utility Committee Meeting
- Repaired mixer in basin #4
- Conducted Annual Sludge sampling from Press
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 175 wet tons of sludge processed
- Treated 64.27 million gallons of water

March 2013

1676 Man Hours Worked 0 Sick Leave 24 Vacation Hours





Town of Altavista Town Council Meeting Agenda Form

Meeting Date: April 9, 2013

Town Clerk's Office Use:

Agenda Item #: 11d

Attachment #: 6c

Agenda Placement: Informational Items

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Informational Items

Presenter(s): Waverly Coggsdale, Town Manager

SUBJECT HIGHLIGHTS

Attached are Informational Items (listed in the order they appeal).

- Letter of Retirement Chief Clay Hamilton
- Central Virginia Community College correspondence Region 2000 Small Business Development services
- Region 2000 Local Government Council Budget Message

Clay Hamilton Chief of Police



Phone: (434)369-7425 P.O. Box 420, 510 Seventh St. Altavista, Va. 24517 Fax: (434)369-5046

DATE:

April 3, 2013

TO:

Waverly Coggsdale

Town Manager, Town of Altavista

FROM:

Colonel Clay W. Hamilton

Police Chief, Altavista Virginia

SUBJECT:

LETTER OF RETIREMENT

ISSUE

This correspondence is to inform the Town Manger and Council Persons that I am retiring as the Chief of Police for the Town of Altavista.

DISCUSSION

I have been honored to be the Chief of Police for the Town of Altavista for the past three years. During this time I have attempted to make changes that would make the Police Department more efficient and effective during the daily routine operation that would benefit the Community of Altavista. Due to personal reasons, I am rendering my notice of retirement.

I will stay in my position until July 1, 2013 or relinquish my position prior to that date if the Town Manager elects to release me earlier. During the rest of my service as Police Chief I will maintain routine operations but will not make any further policy or procedure changes.

CONCLUSION

Thank you for allowing me to serve as the Police Chief in your beautiful community of Altavista. I have enjoyed working with many of the Town's Administration, Council Members, and Citizens throughout the Community. I have formed friendships with many citizens in the community and I will truly miss this bond. I will also miss interacting with some of the Altavista Town Council. I am very proud of each member of the Altavista Police Department. Each member displayed a high sense of professionalism and very motivated to except new ways to make the police department more professional and become an extension of society rather than a separate entity. I will miss each one and they will always be in my prayers. Please remember when you are safe at home, they are on the streets risking their lives to ensure your safety and enhance the community's quality of life. Yes they will sometimes waste time during their duty time... However when there is danger and people are fleeing from the area, these brave men and women are running to the danger to bring peace back into the community.

I like to conclude this correspondence by sincerely thanking Waverly for affording me an opportunity to serve this community. He is an outstanding Town Manager and an asset to this Community. It has been a real pleasure most of the time serving the Town of Altavista and an experience I will always cherish.

Draft

To Local Government Council

From Gary Christie

Date March 28, 2013

RE Local Government Council FY 14 Budget message:

REGION 2000. PARTNERSHIP

Revenues and expenditures going up equally:

Our revenues will increase about 8% in FY 14 for Planning District Commission activities. Some of the increases include:

- Department of Rail and Public Transportation increased \$19,760 for our work with GLTC and others
- VDOT MPO support increased \$12,901

You may recall that we reduced our staff by one senior planner last year which has lowered our overall personnel costs. We've increased the use of contractors for transportation planning services and reshuffled job duties within the Core Services Unit.

Fund Balance continues to grow:

Over last several years, the fund balance has grown athough we periodically drew from the fund balance:

- a. Spent \$15,000 on moving expenses in 2008
- b. Spent \$30,000 for grant writing services for the CAER in 2009
- c. Spent \$6,250 on civic center study in 2011
- d. Spent \$8,000 on entrepreneurial study in 2011
- e. Earmarked \$10,000 for Rideshare in FY 2012

FY 13 will be another positive year for the fund balance.

Local Dues unchanged since 2008

We reduced dues to member localities by 11% in 2008. Local dues are now only 15% of FY 14 budget. Bedford Town will begin paying dues at the Town rate and Bedford County will pick up town residents within the County's dues structure.

In FY 12 the General Assembly increased its appropriation to Planning District Commissions by 15%

Changes in the FY 14 Budget

1. Propose 3% raises for employees based on satisfactory performance

- a. Costs \$17,885, salaries & fringes, net of health insurance.
 - i. FY08 no activity
 - ii. FY09 no activity
 - iii. FY10 no activity
 - iv. FY 11 \$400 bonus
 - v. FY 12 \$750 bonus

2. Propose to share the cost of 10.5% increase in health insurance with employees

- a. Total additional health insurance FY 14 cost is \$7,400
- b. LGC to pay \$3,700 (6.2% increase)
- c. Balance of \$3,700 spread among employees using health insurance. Average increase for employee is 32%.
- d. Change the plan offerings from a \$250/\$500 deductible to a \$250/\$1,000 deductible

3. Proposal to begin a LGC Strategic Planning Process using DesignSmart Consulting of Richmond

Increase contractual services by \$8,000 to bring in Bob Holsworth/Bill Leighty of Decide Smart to begin a three meeting process to develop an LGC Strategic Plan:

Initial Meeting – agree on the scope of the strategic planning process. Potential questions for the scope are:

- 1) Where should we focus our energies from FY 14 FY 17?
 - i. What are our priorities FY 14-17?
 - ii. Can we identify the next three multi-jurisdictional projects?
 - iii. Should we focus on strengthening the financial stability of the organization?
 - iv. Do the other Partner Organizations fit in?
- 2) How do we energize interest by elected officials and managers/administrators in the work of the LGC?
- 3) How do we build support for development of a consolidated regional transportation/workforce development/economic development plan?

4. Subscribe to GrantFinder online service - \$1,000

A single regional subscription to the GrantFinder service, an online service of the largest database of private, state and federal grant available to municipalities and local non-profits, will allow all of our jurisdictions to access the service at no additional charge. We can try it for a year and gage interest from staff and localities in continuing after the one year.

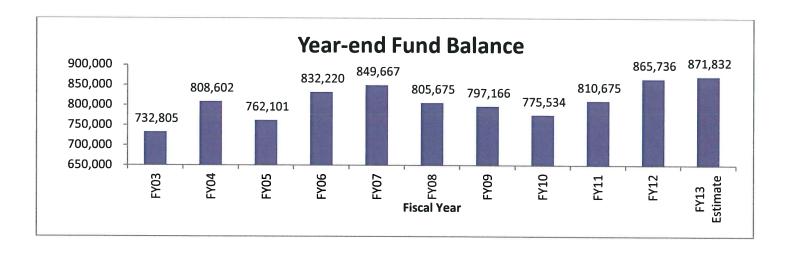
Supplemental Materials:

Administrative Services delivery may be changing. Not included in the budget.

Kathy White, the EDC's Administrative Assistant, has resigned to work for the Lynchburg City School system and the position will not be immediately replaced. Bryan David and I are working with the LGC's Administrative staff to see how much of the duties of this position we can absorb without adding additional staff. This budget doesn't reflect any billable revenues from the EDC for staff support services. If we work out an acceptable financial arrangement, then we'll bring a budget amendment to the Council.

Agricultural Strategic Planning grant not included in the budget

We have not heard whether the Virginia Department of Agriculture and Consumer Services have accepted our proposal for a regional agricultural strategic plan. If we are successful we will ask the Council for a budget amendment to draw needed funds from the fund balance. It will not impact the FY 14 operating budget.



Regarding a strategic plan, PDCs are expected to have a regional strategic plan per state code

§ 15.2-4209. Preparation and adoption of regional strategic plan.

A. Except in planning districts in which regional planning is conducted by multi-state councils of government, each planning district commission shall prepare a regional strategic plan for the guidance of the district. The plan shall concern those elements which are of importance in more than one of the localities within the district, as distinguished from matters of only local importance. The plan shall include regional goals and objectives, strategies to meet those goals and objectives and mechanisms for measuring progress toward the goals and objectives. The strategic plan shall include those subjects necessary to promote the orderly and efficient development of the physical, social and economic elements of the district such as transportation, housing, economic development and environmental management. The plan may be divided into parts or sections as the planning district commission deems desirable. In developing the regional strategic plan, the planning district commission shall seek input from a wide range of organizations in the region, including local governing bodies, the business community and citizen organizations.

B. Before the strategic plan is adopted, it shall be submitted to the Department of Housing and Community Development and to the governing body of each locality within the district for a period of not less than thirty days prior to a hearing to be held by the planning district commission thereon, after notice as provided in § 15.2-2204. Each such local governing body shall make recommendations to the planning district commission on or before the date of the hearing with respect to the effect of the plan within its locality. The Department of Housing and Community Development shall notify the planning district commission prior to the hearing as to whether the proposed strategic plan conflicts with plans of adjacent planning districts.

C. Upon approval of the strategic plan by a planning district commission after a public hearing, it shall be submitted to the governing body of each locality (excluding towns of less than 3,500 population unless members of the commission) within the district for review and possible adoption. The plan shall become effective with respect to all action of a planning district commission upon approval by the planning district commission. The plan shall not become effective with respect to the action of the governing body of any locality within the district until adopted by the governing body of such locality.

D. The adopted strategic plan shall be submitted within thirty days of adoption to the Department of Housing and Community Development for information and coordination purposes.



3506 Wards Road, Lynchburg, VA 24502-2498 434-832-7600 • FAX: 434-386-4681 • www.cvcc.vccs.edu

OFFICE OF THE PRESIDENT

March 11, 2013

Mr. Waverly Coggsdale III Altavista Town Manager 510 7th Street Altavista, VA 24517

Dear Mr. Coggsdale:

Central Virginia Community College has been working since January with George Mason University to provide Small Business Development services in Region 2000. We have agreed to provide office space and supervision for an employee to continue Small Business Development Center services through June 30, 2013. George Mason University has invited us to submit a proposal to continue services after July 1, 2013.

CVCC would consider providing SBDC services if we believe that we can provide a quality product that is integrated with other CVCC business services, is sustainable, and meets the needs of the business community. We have agreed to this initial six-month trial to gauge interest from the public and private sectors to determine whether they agree that small business services are valuable and whether they are in a financial position to provide matching funds to support this program.

We will have to enter into an agreement with George Mason University to provide a minimum level of services as outlined on the attached overview document that has been prepared by the Region 2000 Local Government Council. If we do not meet or exceed these minimum performance measures with the program under CVCC management, then we will not continue the program after FY '14. If the program is successful, then we will ask for your continued support because it will be bring businesses, jobs, and investment to the region.

CVCC will be setting up an advisory body of investors/stakeholders to work with us as we set up the program. We will invite a representative from your jurisdiction to serve on this advisory group.

We are seeking \$22,340 from the Counties and City of Lynchburg as local match as well as funds from local businesses and the Region 2000 Economic Development Council.

ALTAVISTA CENTER
701 5th Street
Suite 100
Altavista, VA 24517
434-832-7280
FAX: 434-309-2247

AMHERST CENTER
200 Richmond Highway
Suite 103 • P.O. Box 1006
Amherst, VA 24521
434-832-7898
FAX: 434-946-0681

APPOMATTOX CENTER
136 Carver Lane
P.O. Box 457
Appomattox, VA 24522
434-832-7200
FAX: 434-352-5268

BEDFORD CENTER 1633 Venture Boulevard P.O. Box 925 Bedford, VA 24523 434-832-7284 FAX: 540-586-7969 A contribution of \$2,500—or any amount—would be appreciated from the Town of Altavista in FY '14 funds would be greatly appreciated and help assure us securing the local funding necessary to operate a successful project. We will assess our performance in February 2014 to evaluate the future of the project.

Thank you for your consideration. I would be happy to provide additional information at your convenience.

Sincerely,

John Capps President



An Overview on funding for Small Business Development Center Services (SBDC)

Prepared by Gary Christie Virginia's Region 2000 Local Government Council Updated 2-28-13

Synopsis:

Amherst, Appomattox, Bedford, and Campbell Counties and the City of Lynchburg are asked to participate in providing local funding to maintain Small Business Development Services in Region 2000 for FY 14. Towns could participate on a voluntary basis.

Others being asked to provide funds include the Central Virginia Community College (CVCC), the Region 2000 Economic Development Council and banks from the business community. The Region 2000 Local Government Council has committed \$30,000 toward the project contingent on these others providing enough local funds to get federal funding from the Small Business Administration.

Through June 30, 2013, the SBDC services are now being provided by CVCC and if these local funds are available CVCC will manage the program through FY 14. Performance measures will be established and local fund donors will be able to evaluate whether results justify continuation of the service beyond FY 14.

Background

SBDC Services moved from Lynchburg's Business Development Centre to CVCC

George Mason University (GMU) manages the statewide contract for SBDC services from the Small Business Administration. On January 1 GMU concluded a 19 year contract with Lynchburg's Business Development Centre and have a six-month contract with CVCC to provide limited SBCD services through June 30, 2013.

CVCC has been invited by GMU to submit a proposal to continue services for FY 14 if CVCC raises the local money to match Small Business Administration (SBA) funds.

The Region 2000 Local Government Council has agreed to provide \$30,000 for FY 14 contingent on CVCC raising other local funds in order to secure the SBA grant. The Local Government Council's funding is only for FY 14 and not likely to continue after that.

Impact of not providing local funding for SBDC Services

Under a worst case scenario, if local funding for SBDC Services is not provided, then Region 2000 entrepreneurs will have to go to Roanoke, Danville, Charlottesville or Farmville for services.

If we did not provide SBDC services locally, there would still be a Service Corps of Retired Executives (SCORE) chapter in Lynchburg who could provide some business counseling. Also, the Business Development Centre will still be in place providing counseling on loan program availability and incubator space.

Bankers who have traditionally financially supported the SBDC say that it is a positive service to have in the region to refer clients to. Many understand the financial choices facing localities and recognize that entrepreneurialism won't stop if we don't provide SBDC services locally. However, bankers and local economic developers realize that not having SBDC services likely makes us less competitive to other regions in Virginia and in other states.

In the Region 2000 Comprehensive Economic Development Strategy (CEDS) one of the goals calls for us to:

• Promote a small and entrepreneurial business culture including increased access to capital (Objective 2.4)

Staffing Levels:

CVCC would recruit and hire the following staff

- One full-time Director
- One full-time administrative support technician who provides general program administration and general in-take consulting

Performance Measurements:

CVCC would establish a performance contract with GMU to provide the following levels of services:

- Total clients: 177
- Number of single-year, long-term clients (5 or more hours of counseling, contact and prep time): 39
- Number of new businesses created: 18
- Dollar amount capital infusion, which includes SBA loans, non-BSA loans and equity/owner investments: \$2,295,546

Additional performance measures but not goals

• Number of jobs created: 46

• Number of jobs retained: 57

Also included would be an agreement with CVCC to provide training opportunities and counseling services in each of the Region 2000 jurisdictions at the CVCC satellite campuses.

Contributions from Localities for FY 14

The budget that CVCC has developed to propose to GMU seeks local funding from the following sources:

	Population		
Amherst	32496	13%	\$ 2,867
Lynchburg	76448	30%	\$ 6,744
Bedford (merged)	74516	29%	\$ 6,574
Campbell	54759	22%	\$ 4,831
Appomattox	15021	6%	\$ 1,325
Total	253240		\$ 22,340

(Contributions from towns would still be accepted, but not required to make the project work.)

Region 2000 Economic Development Council	\$15,000
Banks, Businesses, Private Sector	\$ 5,000
Region 2000 Local Government Council	\$30,000 – committed

Federal SBA funds \$69,560

2010-2012 service levels from the Business Development Centre, Inc. include:

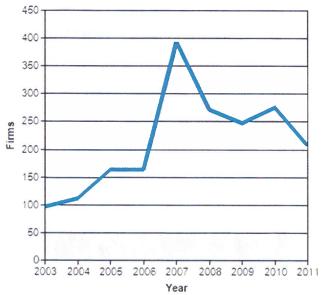
Locality	Businesses Served	Businesses Started	Jobs Created	Jobs Retained	Capital Formation
Altavista	0	0	0	0	0
Amherst	1	1	0	1	6,415.00
Appomattox	3	2	5	0	73,900.00
Bedford City	2	2	3	0	7,000.00
Bedford	8	4	13	2	60,000.00
County					
Campbell	14	4	15	33	663,000.00
County					
Lynchburg	25	11	99	186	3,865,024.00
Total	53	24	135	222	4,675,339.00

2002-2012 service levels from the Business Development Centre, Inc. include

Locality	Businesses Served	Businesses Started	Jobs Created	Jobs Retained	Capital Formation
Altavista	15	1	18	120	\$1,007,200
Amherst	11	10	34	38	\$751,815
Appomattox	11	3	21	17	\$675,395
Bedford City	19	6	72	50	\$791,079
Bedford County	45	12	83	64	\$1,160,582
Campbell County	47	12	94	213	\$5,847,620
Lynchburg	159	49	548	646	\$8,119,711
Total	307	93	870	1,148	\$18,353,402

Background Info: New Startup Firms in Region 2000/Central VA (LWIA VII)

Year	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
2012	58	47	0	0	
2011	64	52	45	46	207
2010	68	69	70	69	276
2009	57	67	73	51	248
2008	105	55	51	61	272
2007	236	74	71	13	394
2006	50	52	39	23	164
2005	42	37	57	28	164
2004	23	25	32	32	112
2003	31	29	26	11	97



The following criteria was used to define new startup firms:

- Setup and liability date both occurred during the quarter Establishment had no predecessor UI Account Number
- Private Ownership
- Average employment is less than 250 For multi-unit establishments, the parent company must also meet the above criteria.

Source: Virginia Employment Commission, Quarterly Census of Employment and Wages (QCEW)